Community Corrections Partnership (CCP)
Executive Committee Meeting
November 15, 2017
City Hall – Caldwell Park Conference Room
777 Cypress Avenue, Redding CA

Attendees:

Tracie Neal, Erin Ceccarelli, Chelsey Chappelle, Jeremy Kenyon – Shasta County Probation Department
Tom Bosenko – Shasta County Sheriff's Office
Roger Moore – City of Redding Police Department
Jeff Gorder – Shasta County Public Defender's Office
Stephanie Bridgett – Shasta County District Attorney's Office
Elaine Grossman, Terri Howat – Shasta County Administrative Office
Brian Muir – Shasta County Auditor-Controller's Office
Karen Day – Department of Adult Parole Operations
Danielle Gehrung, Amanda Owens – Shasta Day Reporting Center
Nathaniel Kay, Bernadette Kolodziejezyle – Hope City
Robert Wharton, Alice Bell, Anne Boyes, Annelise Pierce – Member of the Public

CCP Executive Committee Members are in bold.

DRAFT

Meeting Overview

The meeting was called to order at 2:32 p.m. A quorum was present. Introductions were made.

Public Comment

Robert Wharton requested an update on the agenda item regarding efficacy examination and asked for a completion date as well as an estimation on a reporting date. Tracie Neal stated that Chelsey Chappelle would be reporting out on the Correctional Program Checklist.

Karen Day thanked the probation staff for peer support after the Tehama County incident.

Approval of Meeting Minutes

Erin Ceccarelli noted a spelling correction. Jeff Gorder moved to approve the minutes from the October 18, 2017 Executive Committee Meeting. Stephanie Bridgett seconded.

Tom Bosenko clarified data within the Operational Updates and requested a change. Jeff Gorder moved to approve the minutes from the October 18, 2017 Executive Committee Meeting with the modification. Stephanie Bridgett seconded. Motion passed: 5 Ayes, 0 Noes.

Financial Report

State Allocations

Elaine Grossman distributed a *FY 17/18 Revenue* handout and stated that allocations are on target as expected.

Review Quarter Expenditure report for Fiscal Year 2017/18

Tracie Neal stated that the quarter expenditures are actually for 2017/18, not 2016/17 as noted in the agenda. Erin Ceccarelli stated that they are okay to cover the 2017/18 expenditures today, however they will need to agendize and address it at the next CCP Advisory meeting to ensure the public is appropriately noticed.

Erin Ceccarelli distributed an *AB109 Budget to Actuals 2017/18 Summary* handout and stated that even though we are 25% through the year and less than 25% has been used, it is normal, as expenditures for prior years are removed. She stated that the Public Defender is 50% spent. Jeff Gorder stated that it was an anomaly related to a salary for a higher paid attorney in the first quarter and that it will even out for future quarters.

Discussion Items

2018/19 Budget Process

Erin Ceccarelli stated that the budget process would be similar to prior years. She will make requests for updates to the 18/19 fiscal year and a discussion regarding the updates will take place in the January meeting. The committee will consider budget and revenue distribution approval in February. If budget is not approved in February, a special meeting will be called.

Update on Evidence Based Correctional Program Checklist (CPC)

Chelsey Chappelle provided an overview on the CPC. She stated that the training was completed by seven probation staff and one sheriff staff, and that the purpose of the training was to evaluate programs to determine if they are effective. The four day training included an actual assessment. Staff will work with instructors to write a report and get CPC certified. The hope is to have staff certified by the end of the calendar year. Chelsey continued by stating that she would be working with the programs on corrections from the evaluations. The programs included in the initial evaluation are already working to make changes. Tracie Neal stated that they partnered with Butte County, who trained four staff, and that it was a great training. Amanda Owens stated that it was inspiring that the committee put dollars towards the training.

Update on Local Innovation Subaccount and Juvenile Crime Prevention RFP

Erin Ceccarelli gave an overview on the Local Innovation Subaccount and stated that the Board of Supervisors approved the CCP's recommendation for the Juvenile Crime Prevention project grant and approved Probation to administer the grant. Probation released an RFP and there was a responder's conference on November 9th, and there were 4 responders. Submission deadline is December 5th. Tracie

Neal stated that a panel will be put together from advisory committee members to review and rate the proposals.

Day Reporting Center and Recidivism Data

Amanda Owens stated that the current count at the DRC is 150. Danielle Gehrung stated that the next graduation is on January 18th at Holiday Inn at 6:00 p.m. and that they are still reviewing the actual number of graduates. Tracie Neal distributed a *DRC – 4 Years in Review* handout. Chelsey Chappelle gave an overview of the Day Reporting Center (DRC) and stated that it is intended to be an intense program. She stated that 76% of graduates have not recidivated and 71% have not re-entered the criminal justice system. The recidivism rate for those who do not complete the program is 49% (533 individuals). When the numbers are broken down by phase, as offenders complete phases, the recidivism rate is reduced. For offenders who leave the program in Phase II, the recidivism rate is less than 20%, and for Phase III, the recidivism rate is less than 3%. This illustrates the importance of program engagement.

Action Items

Community Correction Partnership Planning Survey Report.

Stephanie Bridgett moved to approve the Community Correction Partnership Planning Survey Report with two corrections. Tom Bosenko seconded the motion. Motion passed: 5 Ayes, 0 Noes.

Review and take action on proposed CCP Executive and Advisory Committee meeting dates for 2017

Item was tabled until the January meeting due to agenda item reading 2017 instead of 2018. The January meeting will be scheduled on third Wednesday.

Operational Updates

Tom Bosenko gave an update on patrol. He stated that there were 25 Formal probation contacts, 25 searches, and three arrests; for PRCS there were 12 contacts, 12 searches, and one arrest; for Mandatory Supervision there were 4 contacts, 4 searches and 2 arrests; 5 parolee contacts, 5 searches, 0 arrests; and 31 other contacts, 14 searches, and three arrests. At the jail, the population has been at or above 90% capacity, the current average daily population is 352, 7 awaiting state prison, 256 unsentenced, 96 sentenced, with 155 for serious crimes, 47 for theft, 94 for drugs/DUI, and 81 for miscellaneous crimes. There are 6 people in out of county beds and 1 person at fire camp. There have been 9,412 bookings through September, which is similar to last year. There has been an increase for alternative custody or work release from 625 in 2016 to 1134 in January through September 2017. Capacity releases are up from last year, 3,623 for this year to September from 2,751 in 2016.

Tom continued by stating that that they are working on expanding the rated capacity of the jail housing units from 32 to 40. The total capacity of the jail would still be 381. They are currently looking at a pilot project and, if approved by the BSCC, the jail will possibly be able to increase capacity to around 440 by the middle of next year. The cost will be an additional $600,000.

Jeremy Kenyon stated that Probation has joined with the City of Redding to host a Resource Fair on Friday at the Martin Luther King Center. It will be a family friendly event.

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Roger Moore stated that there will be a Public Safety Workshop in the City Hall Council Chambers on November 29th at 5:00 pm.

Future Agenda Items

Tracie Neal stated that she has a list and welcomed additional items.

Next Meeting

Tracie Neal stated that the next meeting will be on December 13, 2017 at First 5 Shasta.

Adjourn

Tom Bosenko made the motion to adjourn. Roger Moore seconded the motion. Motion passed: 5 Ayes, 0 Noes.

Meeting adjourned at 3:50 p.m.

DRAFT

2011 Realignment Revenue Report

Fiscal Year 2017-18 (Twelve Months 7/1/17 - 6/30/18)

Revenue Time Period (8/16/17 - 8/15/18)

FY 17/18 Revenue

As of 1/12/18

CCPEC Agenda Item 3.A
January 17, 2018

	% per CCP Revenue Appropriations	Gov Bud 1/11/18 State Revenue Estimate (no growth)	Budgeted Revenue w/growth	County Total Receipts	% Total Receipts	Balance Remaining In Projections	% Remaining Projections
	100.00%	7,613,998.00	7,638,525.00	2,523,819.23	33.15%	5,090,178.77	66.85%
Sheriff (235)	8.02%	610,642.64	600,606.00	202,410.30	33.15%	408,232.34	66.85%
Jail (260)	29.31%	2,231,662.81	2,132,919.00	739,731.42	33.15%	1,491,931.40	66.85%
Work Release (246)	7.78%	592,369.04	582,632.00	196,353.14	33.15%	396,015.91	66.85%
Subtotal/Sheriff	*45.11%*	*3,434,674.50*	*3,316,157.00*	*1,138,494.85*	*33.15%*	*2,296,179.64*	*66.85%*
General Asst (542)	0.82%	62,434.78	61,552.00	20,695.32	33.15%	41,739.47	66.85%
Mental Health (410)	1.92%	146,188.76	139,746.00	48,457.33	33.15%	97,731.43	66.85%
Social Svcs (501)	0.71%	54,059.39	51,677.00	17,919.12	33.15%	36,140.27	66.85%
Subtotal/HHSA	*3.45%*	*262,682.93*	*252,975.00*	*87,071.76*	*33.15%*	*175,611.17*	*66.85%*
Probation (263)	*43.54%*	3,315,134.73	*3,702,045.00*	*1,098,870.89*	*33.15%*	*2,216,263.84*	*66.85%*
District Attorney (227)	*2.93%*	*223,090.14*	*214,806.00*	*73,947.90*	*33.15%*	*149,142.24*	*66.85%*
Victim Witness (256)	*1.14%*	*86,799.58*	*66,801.00*	*28,771.54*	*33.15%*	*58,028.04*	*66.85%*
Public Defender (207)	*0.83%*	*63,196.18*	*85,741.00*	*20,947.70*	*33.15%*	*42,248.48*	*66.85%*
Probation (Reserves)	*3.00%*	*228,419.94*	*Included w/Prob*	*75,714.58*	*33.15%*	*152,705.36*	*66.85%*
Grand Total	**100.00%**	**7,613,998.00**	**7,638,525.00**	**2,523,819.23**	**33.15%**	**5,090,178.77**	**66.85%**

Payment Monthly	History & Target Info
09/26/17	586,177.50
10/26/17	587,025.31
11/27/17	766,592.22
12/27/17	584,024.20
Pending	0.00
Pending	0.00
Pending	0.00
Pending	0.00
Pending	0.00
Pending	0.00
Pending	0.00
Pending	0.00
	$2,523,819.23

Target To Date (4 Months)	Target Monthly
2,537,999.33	634,499.83

% Target To Date (4 Months)
99.44%

DA/PD: To fund cost associated with revocation proceeding involving persons subject to state parole, pursuant to 30025 of the California Government Code.

District Attorney (227)	50.00%	138,261.50	122,894.00	45,754.04	33.09%	92,507.47	66.91%
Public Defender (207)	50.00%	138,261.50	122,894.00	45,754.04	33.09%	92,507.47	66.91%
Grand Total	**100.00%**	**276,523.00**	**245,788.00**	**91,508.07**	**33.09%**	**185,014.93**	**66.91%**

Payment Monthly	History & Target Info
09/26/17	21,253.49
10/26/17	21,284.23
11/27/17	27,794.93
12/27/17	21,175.42
Pending	0.00
Pending	0.00
Pending	0.00
Pending	0.00
Pending	0.00
Pending	0.00
Pending	0.00
Pending	0.00
	$91,508.07

[State figures subject to change.]

Target Monthly	Target To Date (4 Months)	% Target To Date (4 Months)
23,043.58	92,174.33	99.28%

2011 Realignment Estimates and Receipt Dates
CCPEC January 17, 2018

Community Corrections Subaccount Shasta Total	Estimate CSAC (9/12/17)	Governor's 2018-19 Budget (1/11/18)	Difference	Comment
2016-17	$7,126,367	$7,126,367	$0	Completed: 12th payment received 8/28/17
2016-17 Growth	$256,950	$256,950	$0	$256,949.94 received 11/16/17; 10% or $25,694.99 deposited into Probation Local Innovation Subaccount
2017-18	$7,613,768	$7,613,998	$230	Anticipate 8/16/17 - 8/15/18
2017-18 Growth	*$302,400*	*Not specified*	N/A	Anticipate October 2018
2018-19	*Not specified*	*$8,130,555*	N/A	Anticipate 8/16/18 - 8/15/19
2018-19 Growth	*Not specified*	*Not specific for Shasta, but CA overall down $2.8 mil. from 2017-18 Growth*	N/A	Anticipate October 2019

DA/PD ONLY Shasta Total	Estimate CSAC (9/12/17)	Governor's 2018-19 Budget (1/11/18)	Difference	Comment
2016-17	$231,672	$231,672	$0	Completed: 12th payment received 8/28/17
2016-17 Growth	*$43,980*	*$43,980*	$0	$43,980 received 11/16/17; 10% or $4,398.04 deposited into Probation Local Innovation Subaccount
2017-18	*$245,788*	*$276,523*	$30,735	Anticipate 8/16/17 - 8/15/18
2017-18 Growth	*$34,875*	*$46,500*	$11,625	Anticipate October 2018
2018-19	*Not specified*	*$323,026*	N/A	Anticipate 8/16/18 - 8/15/19
2018-19 Growth	*Not specified*	*Not specific for Shasta, but CA overall down $200,000 from 2017-18 Growth*	N/A	Anticipate October 2019

CSAC = California State Association of Counties

Notes:

Italicized figures are only mathematical estimates based on previous percentages.
State figures subject to change.

County Administrative Office Report - Elaine Grossman

AB109
2018/2019 REQUESTED BUDGET

DEPARTMENT	Fund Balance FY 16/17	Estimated 17/18 Revenue	Estimated Fund Balance FY 17/18	FY 17/18 Budget	FY 17/18 Estimated Expenditures	**FY 18/19 Budget Requests**	Increase/ (Decrease) from FY 17/18 Budget	FY 18/19 Estimated Revenue	Estimated Fund Balance Available End FY 18/19
Sheriff (235)	523,566	610,624	478,999	732,114	655,191	**746,166**	14,052	631,232	364,065
Jail (260)	247,706	2,231,595	233,502	2,273,648	2,245,799	**2,671,352**	397,704	2,306,907	(130,943)
Work Release (246)	656,314	592,351	667,956	709,882	580,709	**720,046**	10,164	612,342	560,252
General Asst (540)	162,615	62,433	166,109	75,000	58,939	**70,727**	(4,273)	64,540	159,922
Mental Health (410)	104,378	146,184	127,448	175,119	123,114	**237,737**	62,618	151,118	40,829
Social Services (501)	68,680	54,058	79,546	64,493	43,192	**51,830**	(12,663)	55,882	83,598
Public Defender - Direct	69,001	144,884	65,250	148,635	148,635	**144,884**	(3,751)	144,884	65,250
Public Defender - Additional CCP		63,194	3,194	60,000	60,000	**150,000**	90,000	65,327	(81,479)
District Attorney - Direct	0	144,884	(3,750)	148,635	148,635	**144,884**	(3,751)	144,884	(3,750)
District Attorney - Victim Witness		86,797	3,868	82,929	82,929	**192,234**	109,305	89,726	(98,640)
District Attorney - Additional CCP		223,083	10,125	212,958	212,958	**212,958**	-	230,612	27,779
Probation	5,298,899	3,671,985	3,439,001	6,682,314	5,531,883	**6,062,314**	(620,000)	3,526,911	903,597
Reserve Account	993,988	228,413	1,222,401	224,665		**236,122**	11,457	236,122	1,458,523
TOTAL	8,125,147	8,260,486	6,493,649	11,590,392	9,891,984	**11,641,254**	50,862	8,260,486	3,349,003

AB109 Budget
2018/2019 Requests

Department	Explanation	FY 18/19	FY 17/18	Change
HHSA				
	Adjustment for MH staff (based on Medi-Cal Offset)	237,737	175,119	62,618
	General Assistance Reduction	70,727	75,000	(4,273)
	Reduction in allocation of Social Worker (based on claim)	51,830	64,493	(12,663)
				-
				45,682
District Attorney				
	Change to direct allocation	144,884	148,635	(3,751)
	Victim Witness - Additional Victim Advocate	109,305	-	109,305
				-
				105,554
Public Defender				
	Change to direct allocation	144,884	148,635	(3,751)
	Salary & Benefit Adjustments for existing Social Worker	66,000	60,000	6,000
	Fund additional Social Worker	84,000	-	84,000
				86,249
Probation				
	Adjust staff cost for salary and benefits	TBD	TBD	TBD
	Remove DRC in the Jail	-	290,000	(290,000)
	Remove one-time approval for out of county jail beds	-	300,000	(300,000)
	Remove one time cost for Compliance Vehicle	-	30,000	(30,000)
	Continued funding of 8 staff for SB678	741,899	741,899	-
	EPICS Training - $25,000 (using existing planning budget)			-
	Correctional Program Checklist Group Assessment Training - $17,000 (using existing planning budget)			-
				(620,000)
Sheriff				
	Compliance - Increases to Salaries & Benefits and Operating	746,166	732,114	14,052
	Jail - Increases to Salary & Benefits and Operating	2,371,352	2,273,648	97,704
	Out of County Jail Beds or Jail Expansion	300,000	-	300,000
	Work Release - Increases to Salary & Benefits and Operating	720,046	709,882	10,164
		4,137,564	3,715,644	**421,920**
Reserve Account				
	Increase from prior year based on allocation	236,122	224,665	**11,457**
Total				**$ 50,862**

AB109 BUDGET DETAIL

CARRYOVER PROJECTIONS

Proposed Budgets

Assumes ongoing expenses and revenue are budgeted at the same level as FY 18/19 requests Assumes no growth in years past 17/18.

DEPARTMENT	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24
Sheriff/RPD	3,481,699	4,137,564	4,137,564	4,137,564	4,137,564	4,137,564	4,137,564
HHSA	225,245	360,294	360,294	360,294	360,294	360,294	360,294
Public Defender	208,635	294,884	294,884	294,884	294,884	294,884	294,884
District Attorney	444,522	550,076	550,076	550,076	550,076	550,076	550,076
Probation	5,531,883	6,062,314	6,062,314	5,320,415	5,320,415	5,320,415	5,320,415
	9,891,984	11,405,132	11,405,132	10,663,233	10,663,233	10,663,233	10,663,233
Beginning Fund Balance	8,125,147	6,493,649	3,349,003	204,357	(2,198,390)	(4,601,137)	(7,003,884)
Estimated Revenue	7,959,556	8,260,486	8,260,486	8,260,486	8,260,486	8,260,486	8,260,486
Estimated Growth	300,930						
Ending Fund Balance	6,493,649	3,349,003	204,357	(2,198,390)	(4,601,137)	(7,003,884)	(9,406,632)

INTEROFFICE MEMORANDUM

TO: Community Corrections Partnership Executive Committee

FROM: Angela Mellis, Program Manager

DATE: January 8, 2018

SUBJECT: FUNDING REQUEST FOR AB109 ADVOCATE FY 18/19

The Crime Victims Assistance Center (CVAC), located in the District Attorney's Office, is respectfully requesting funding in the amount of $109,305 for Fiscal Year 2018-2019, to address a need for victim advocacy/restitution assistance created by AB109, Prop 47 and Prop 57.

In order to accomplish the expanded post-realignment duties and services, the Office is requesting to restore 1.0 FTE Victim Advocate I/II, that was deleted during FY17/18 budget cycle. With the return of many criminal justice responsibilities to the county level by AB 109, all partners involved in the criminal justice system have seen a significant impact. Many counties have seen increases in victim advocate duties related to realignment as an issue. The results of a survey by the California District Attorneys Association (CDAA) as well as an informal list-serve poll show that at least 15 counties statewide stated they have requested and received a Victim Advocate position with the costs of salary and benefits being fully funded by and reimbursed though the Community Corrections Partnership (CCP). These commitments demonstrate a recognized connection between the impacts of AB 109 and the services Victim Advocates provide.

Increased numbers of AB109 cases prosecuted and sentenced on the local level, have increased the need for Victim Advocates to work with victims and the probation department towards achieving justice. Victim Advocates are finding themselves more often explaining to victims the reasons for a particular sentence that may not involve traditional jail or prison confinement. Increased demands on jail space make it more likely that an offender may be released earlier than anticipated. In these situations, Victim Advocates increasingly need to be available to respond to questions posed by anxious victims as to when and why an offender is being released from custody. Many offenders that are sentenced are spending minimal time in local custody or release programs, causing Victim Advocates to spend extensive time educating victims about the law and the legal process. The additional time these cases take has hindered the office's ability to meet the legal obligations under Marsy's Law.

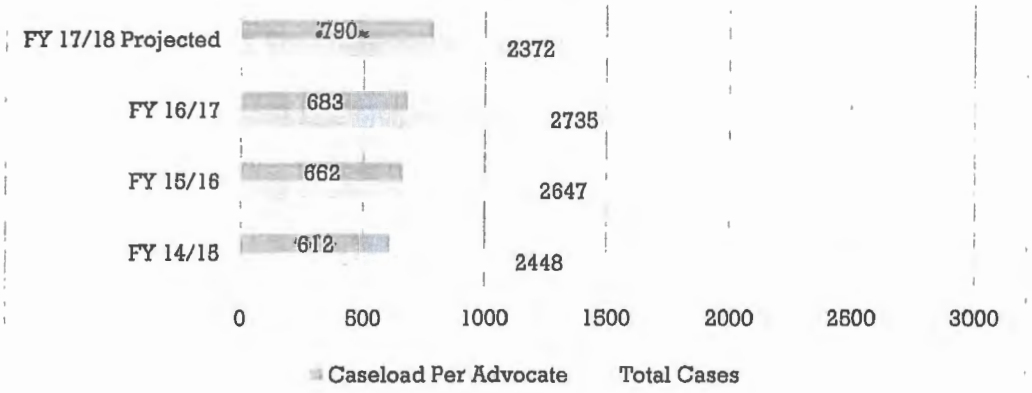
In addition, cases falling under Penal Code 1170(h) have created expanded victim services workloads and responsibilities associated with realignment. Advocates are taking on additional responsibilities which may include: working with the Attorney General's Office to ensure a victim is notified of appeal status, providing victim support at revocation hearings, developing an adequate plan to collect restitution from defendants, and helping to develop a plan that will ensure compliance with Marsy's Law when offenders are released on home detention or other alternative sentencing options. In particular, with fewer inmates sentenced to local jail instead of state prison, tools such as wage garnishment are less effective in ensuring restitution orders are enforced on behalf of victims, thus creating additional work for personnel in the office.

Last year, in the approved budget for FY 17/18, one advocate position in CVAC was eliminated, causing a layoff. That advocate was assigned duties related to restitution assistance provided by our office to the probation office. Staffing levels in the Program are currently insufficient to meet Program needs under the realignment plan, and additional cuts could occur in the upcoming budget cycle.

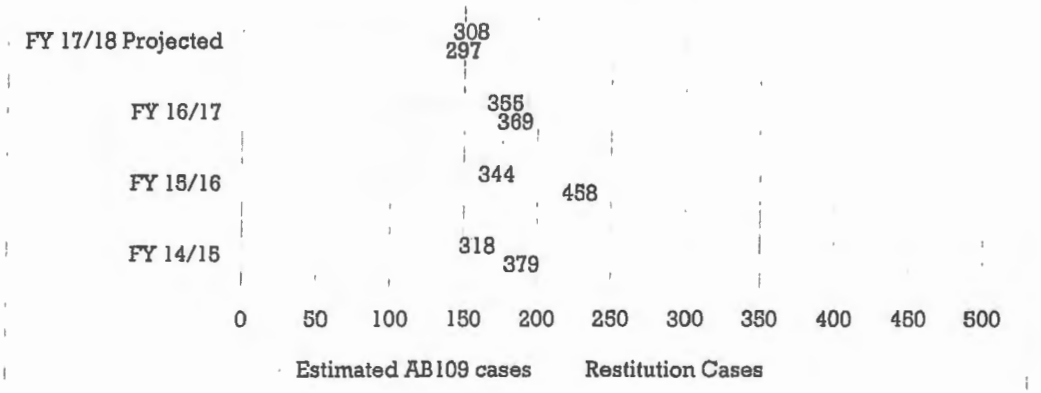
Projected Costs of AB109 Advocate	
Salaries and Benefits:	$92,209
Operating Costs:	$17,096
Total Expenses:	**$109,305**

Attachments:
Graph –Advocacy Caseload
Graph – AB109/Restitution Caseload
Proposed job duties for AB109 Advocate

Victim Caseloads Over Time



AB109/Restitution Caseload



AB109/ VAA

DUTIES AND RESPONSIBILITIES

1. Contact victim (s) linked to the Post Release Community Supervision Offender. Upon request from Probation and search for past victims related to the offender.
2. Work with Probation and victims to facilitate effective communication regarding sentencing and restitution, ensuring bills and proof of restitution are submitted.
3. Work closely with the Realignment Probation Unit updating the assigned Officers about any safety issues or concerns the victims are reporting as well as, any active restraining orders in place so they may enforce them.
4. Provide restitution information, linking clients to resources including; counseling, and filing State VCP application on behalf of the children of the crime victim etc.
5. Work with the Attorney General's Office to ensure the victim is notified of appeal status.
6. Advise victim of Post Release Community Supervision revocation hearing upon notification and request from Probation.
7. Provide victim support at Post Release Community Supervision revocation hearings.
8. Victim notification for Pre-trial release; type of release, change in custody status, input on bail and release conditions.
9. Developing an adequate plan to collect restitution from defendants.
10. Develop a plan that will ensure compliance with Marsy's Law when offenders are released on home detention or other alternative sentencing forms. In particular, with inmates sentenced to terminal dispositions in local jail instead of state prison, tools such as wage garnishment will be less effective in ensuring that restitution orders are enforced on behalf of victims.
11. Collaborate as necessary with other agencies involved in working with this population of individuals.
12. Maintain records and documentation of the services provided to individuals referred and the outcomes associated with the services they received. Submit monthly information and data to the Probation Department for program analysis, outcome and evaluation.
13. Provide full access to the manner and specifics of the expenditures of all allocated funds from the grant.
14. Attend collaborative meetings, when necessary, to coordinate the overall implementation of the AB 109 funding.
15. Attend team meetings when necessary.
16. Communicate regularly with Probation regarding case management and program implementation.
17. Upon mutual agreement, provide other services.
18. Assist CDCR in identifying and locating victims where restitution has been collected.

UC Corrections Institute presents

Effective Practices in Community Supervision

The research on the principles of effective intervention, coupled with the most recent research on community supervision, provided the impetus for the development of a new model by the University of Cincinnati: Effective Practices in Community Supervision. The purpose of the EPICS model is to teach probation and parole officers how to apply the principles of effective intervention and core correctional practices specifically to community supervision practices. Probation officers are taught to increase dosage to higher risk offenders, stay focused on criminogenic needs, especially the thought-behavior link, and to use a social learning, cognitive behavioral approach to their interactions. The training is 3-days onsite followed by 5-months of follow up coaching.

END USER

The end user session is three days of training for a maximum of 30 trainees, and is outlined below:

Day 1: Modules 1 - 5
Day 2: Modules 6 - 9
Day 3: Modules 10 - 13

TRAIN-THE-TRAINER

The train the trainer session is five days of training for a maximum of ten trainers. To qualify for as a candidate for this session, the trainee must have participated in the 3-day EPICS training, participated in the 5-month coaching process, submitted 5 audio recordings for scoring and achieved proficiency in the model (at least 85% "satisfactory" on audio scoring). The training is outlined below:

Day 1: Review EPICS Material
Day 2: Review EPICS Material
Day 3: Participate in a Mock-Training
Day 4: Participate in a Mock Training
Day 5: Participate in a Mock Training

Additionally, UCCI offers training opportunities onsite at the University of Cincinnati in Ohio for agencies to send individual staff to participate in not only this curriculum, but also variety of other service offerings for both end-user and train-the-training courses. Registration fees range from $750 - $2,500 per trainee depending on the course, and does not include travel expenses. If you would like to receive notification of these offerings, please request to be added to our mailing list by emailing Corrections.Institute@uc.edu.

CONTACT

For more information about EPICS, please contact UCCI Program Manager Jennifer Scott at Jennifer.Scott@uc.edu or (513) 556-7765.

The EPICS model and initial EPICS training was developed by the Drs. Paula Smith and Christopher Lowenkamp.

UNIVERSITY OF Cincinnati

UC Corrections Institute presents

Effective Practices in Community Supervision

With the EPICs model, officers follow a structured approach to their interactions with their offenders. Specifically, each session includes four components. 1) ***Check-In***, in which the officer determines if the offender has any crises or acute needs, builds rapport and discusses compliance issues. 2) ***Review***, which focuses on the skills discussed in the prior session, the application of those skills, and troubleshooting continued problems in the use of those skills. 3) ***Intervention***, where the officer identifies continued areas of need, trends in problems the offender's experiences, teaches relevant skills, and targets problematic thinking. 4) Finally, ***Homework*** and Rehearsal is when the offenders is given an opportunity to see officer model the new skill, provided opportunities to role play, assigned homework, and given instructions to follow before the next visit.

Modules

Module 1: Rationale and Foundation

Module 2: EPICS Model

Module 3: Building a Collaborative Relationship

Module 4: Setting Goals

Module 5: Identifying Targets for Change

Module 6: Cost-Benefit Analysis

Module 7: Cognitive Restructuring

Module 8: Structured Skill Building

Module 9: Problem Solving

Module 10: Reinforcement

Module 11: Punishment

Module 12: Continuing to Support Behavior Change

Module 13: Summary and Fidelity Measures

The EPICS model and initial EPICS training was developed by the Drs. Paula Smith and Christopher Lowenkamp.

UNIVERSITY OF Cincinnati

Effective Practices for Community Supervision (EPICS)
Initial Training Description

The purpose of the EPICS model is to teach probation officers, parole officers, and case managers how to apply the principles of effective intervention and core correctional practices to community supervision practices. The core correctional practices (or competencies) are organized into an overall framework to assist with the application of specific skills within the context of face-to-face contact sessions. This overall framework assists with the development and implementation of supervision plans to target the criminogenic needs of higher risk offenders. With the EPICs model, staff follow a structured approach to their interactions with their offenders. Specifically, each contact session includes four components. 1) Check-In, in which the officer determines if the offender has any crises or acute needs, builds rapport and discusses compliance issues. 2) Review, which focuses on the skills discussed in the prior session, the application of those skills, and troubleshooting continued problems in the use of those skills. 3) Intervention, where the officer identifies continued areas of need, trends in problems the offender's experiences, teaches relevant skills, and targets problematic thinking. 4) Finally, Homework and Rehearsal is when the offender is given an opportunity to practice the new skill with a homework assignment and is given instructions to follow before the next visit.

The EPICs model is designed to use a combination of monitoring, referrals, and face-to-face interactions to provide the offenders with a sufficient "dosage" of treatment interventions, and make the best possible use of time to develop a collaborative working relationship. The EPICS model helps translate the risk, needs and responsivity principles into practice. Community supervision officers or case managers are taught to increase dosage to higher risk offenders, stay focused on criminognic needs, especially the thought-behavior link, and to use a social learning, cognitive behavioral approach to their interactions. The EPICs model is not intended to replace other programming and services, but rather is an attempt to more fully utilize staff as agents of change. The training consists of three days of skill based training with up to 30 community supervision officers or case managers and supervisors.

On-Going Coaching for EPICS

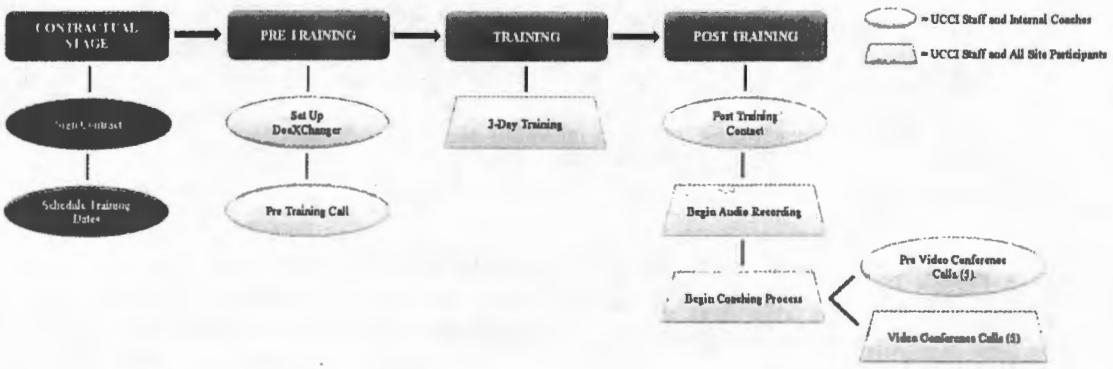
Approximately one to two months after the training, participants will begin audio taping sessions. Because reporting standards may vary across site, at least one session per month will be audio taped. Each tape will then be reviewed by UCCI staff and information will be coded concerning use of the EPICS model and use of specific core correctional practices. Staff will receive written individual feedback for each audiotape submitted.

In order to ensure adherence to the model and to train the supervisors as coaches, five videoconference sessions with all training participants and 5 separate conference calls with supervisors only are included as part of the training. During the first two group coaching sessions, UCCI staff will fully conduct the session by checking in on use of the model, reviewing previously discussed skills, reviewing overall site feedback on use of the model, review and model a skill from the training, and ask participants to practice the skill on their next audio. During the third and fourth sessions, supervisors will partner with UCCI staff to conduct the

aspects of the coaching session. The final session will be conducted by the supervisors, with UCCI staff providing support and coaching.

For the supervisor only conference calls, UCCI staff will discuss EPICS implementation with supervisors, train supervisors how to listen to and code audios for use of EPICS skills, and will train supervisors how to conduct EPICS coaching sessions.

Effective Practices for Community Supervision (EPICS)
Flow Chart



Effective Practices for Community Supervision (EPICS)
Initial Training Requirements

Training Schedule
EPICS is a three day training for probation/parole officers or case managers and supervisors. The three days include didactic presentations and practice of concepts and skills. Training times will be determined by the host agency.

A pre-training session is required for supervisors and administrators responsible for the implementation of the EPICS model. The session begins the process on how to provide supervision and support to the staff implementing these skills. This session can be conducted via phone or video conference.

Participants
The maximum number of participants for this training is 30 people, including supervisors.

Training Materials
UCCI will distribute manuals on Day 1 of the training.

Electronic supplemental materials from the training will be provided to participants upon completion of the training.

Coaching Sessions
There are five rounds of coaching after the 3-day training. For each round, there is a pre-coaching conference call and a video conference. The video conference continues the process of providing supervision and support to the staff they begin implementing the skills. The pre-coaching calls train the supervisors on how to provide the aforementioned supervision and support their staff.

Supervisors are expected to attend both the pre-coaching call and the video conference while staff will only attend the video conference. Both the pre-coaching call and the video conference will last approximately two hours.

Prior to each round of coaching, all staff are asked to submit one audiotape. UCCI staff will to listen to each audiotape submitted and provide written feedback in the form of the EPICS Rating Form. Supervisors are expected to review audiotapes and feedback with their staff.

The first two video conference calls will be facilitated by UCCI, while the supervisors observe. The third and fourth calls will be co-facilitated by the supervisors and UCCI. The supervisors will facilitate the final call and UCCI will observe. The first call will be held within one to two months after the initial training.

Videoconference capabilities are required.

Effective Practices in Community Supervision (EPICS)
Coaching and Training Process

1. CONTRACTUAL STAGE
    - CONTRACT: Key administrative staff from site complete contract with John Schwartz
    - TRAINING DATES: 3 consecutive days of training must be scheduled

2. PRE-TRAINING
    - CALL: Key administrative staff and potential on-site coaches participate in pre-training video conference with a UCCI research associate
    - SETUP: Download and install DocXChanger software for uploading audios

3. TRAINING: Officers and supervisors participate in 3-day training
    - Last day of training officers and supervisors are again given next steps for uploading tapes and coaching sessions

4. POST TRAINING
    - CONTACT: UCCI connects with main agency contact to begin scheduling coaching sessions
        - Coaching sessions are scheduled in advance (exceptions are made on a case by case basis) so that the first one occurs one month after the training
    - AUDIO SUBMISSIONS: Sites are given due dates for audio submissions
        - UCCI recommends that supervisors be in charge of uploading the audios for the site
        - UCCI research assistants code audio tapes to provide overall feedback for the site along with individual feedback for each officer
    - COACHING: General group feedback is given and skills are reviewed
        - 5 "Pre-video coaching" conference calls
        - 5 Video conference coaching sessions
            - Sessions 1-2: UCCI coach will review audio tapes and specific examples with all of the trainees.
            - Session 3-4: Supervisors will partner with UCCI coach to conduct the reviews and coaching.
            - Session 5: Supervisors will conduct the session, with UCCI coach providing support and coaching

5. END CONTRACT: Coaching ends
    - Summary report of training and coaching progress is written and sent to site

SUMMARY OF THE EVIDENCE-BASED CORRECTONAL PROGRAM CHECKLIST- GROUP ASSESSMENT (CPC-GA)

The Evidence-Based Correctional Program Checklist- Group Assessment (CPC-GA) is a tool we developed for assessing groups offered to offenders,[1] and is used to ascertain how closely groups offered in a correctional setting meet known principles of effective intervention. Several recent studies conducted by the University of Cincinnati on both adult and juvenile programs were used to develop and validate the indicators on the CPC-GA. These studies found strong correlations with outcome between both domain areas and individual items (Holsinger, 1999; Lowenkamp and Latessa, 2003, Lowenkamp, 2003; Lowenkamp & Latessa, 2005a; Lowenkamp and Latessa, 2005b). We have also conducted over 500 program assessments across the country and have developed a large database on correctional intervention programs.[2]

The CPC-GA is designed to examine multiple types of groups within a correctional setting. This tool is divided into two basic areas; content and capacity. The capacity area is designed to measure whether the group/agency has the capability to deliver evidence-based group interventions for offender. There are two domains in the capacity area: 1) Program Staff and Support and 2) Quality Assurance. The content area focuses on the extent to which the groups meet the principles of risk, need, responsivity and treatment also includes two domains: 1) Offender Assessment and 2) Treatment. The treatment domain is designed to mainly measure core correctional practices and is divided into seven components: 1) Group Target and Process; 2) Effective Reinforcement; 3) Effective Disapproval; 4) Structured Skill Building; 5) Relationship Skills; 6) Cognitive Restructuring; and 7) Relapse Prevention.

The CPC-GA tool includes 48 indicators, worth 50 total points that are scored during the assessment. Each area and all domains are scored and rated as either "highly effective" (65% or higher); "effective" (56% to 64%); "needs improvement" (46% to 55%); or "ineffective" (45% or less). The scores in all domains are totaled and the same scale is used for the overall assessment score. It should be noted that not all of the domains are given equal weight, and some items may be considered "not applicable," in which case they are not included in the scoring.

Data are mainly collected through structured interviews with selected program staff and program participants and observation of groups and services. Other sources of information include policy and procedure manuals, schedules, treatment materials, manuals, curriculums, a review of a sample of case files, and other selected program materials. Once the information is gathered and reviewed the program is scored, and a report is generated which highlights the strengths, areas that need improvement, and recommendations for each of the areas.

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[1] The CPC-GA is modeled after the Evidence-Based Correctional Program Checklist (CPC). The CPC is modeled after the Correctional Program Assessment Inventory (CPAI) developed by Gendreau and Andrews.

[2] Several versions of the CPAI and CPC were used prior to the development of the CPC-GA. Scores and averages have been adjusted as needed.

There are several advantages to the CPC-GA. First, it allows us to get inside the "black box" of treatment service. By doing so we can go beyond descriptive indicators and measure the degree to which the program is meeting evidence-based standards. Second, the CPC-GA allows us to "quantify" the quality of a program through a scoring process. This allows comparisons across programs, as well as benchmarking. Third, the entire process can be completed relatively quickly. Usually we gather the information within one to two days and can provide a report within a few weeks. Finally it is designed to improve program effectiveness and the integrity of treatment.

References

Holsinger, A. M. (1999). Opening *the 'black box': Assessing the relationship between program integrity and recidivism.* Doctoral Dissertation. University of Cincinnati.

Lowenkamp, C. T. (2003). *A Program Level Analysis of the Relationship Between Correctional Program Integrity and Treatment Effectiveness.* Doctoral Dissertation. University of Cincinnati.

Lowenkamp, C. T. and E. J. Latessa (2003). Evaluation of Ohio's Halfway Houses and Community Based Correctional Facilities. Center for Criminal Justice Research, University of Cincinnati, Cincinnati, OH.

-------(2005a). *Evaluation of Ohio's CCA Programs.* Center for Criminal Justice Research, University of Cincinnati, Cincinnati, OH.

------(2005b). *Evaluation of Ohio's Reclaim Funded Programs, Community Correctional Facilities, and DYS Facilities.* Center for Criminal Justice Research, University of Cincinnati, Cincinnati, OH.

SHASTA COUNTY PROBATION

2684 Radio Lane, Redding, CA 96001

CCP Executive and Advisory Committee Meetings

2018

January (Executive)

s	m	t	w	t	f	s
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February (Executive)

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March (Advisory)

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April (Executive)

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May (Executive)

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June (Advisory)

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July (Executive)

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August (Executive)

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September (Advisory)

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October (Executive)

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November (Executive)

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December (Advisory)

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SAFER COMMUNITIES
BETTER LIVES

Executive Committee will meet twice per quarter from 2:30 pm to 5:00pm. Advisory Committee will meet quarterly from 2:30pm to 5:00pm.
Regular Meetings taking place January through October will be on the 2nd Floor of City Hall in the Caldwell Park Conference Room.
The November regular meeting will take place at City Hall in the Civic Center Community Room. There will be no December meeting.

BYLAWS
OF THE SHASTA COUNTY
COMMUNTY CORRECTIONS PARTNERSHIP

ARTICLE I
NAME

The name of this committee is the Shasta County Community Corrections Partnership (CCP).

ARTICLE II
AUTHORITY

This organization is authorized by Penal Code Section 1230; its Executive Committee is authorized by Penal Code Section 1230.1(b).

ARTICLE III
PURPOSE

1. Pursuant to Penal Code Section 1230.1(a), the CCP is charged with recommending a local plan to the Board of Supervisors for the implementation of the 2011 Public Safety Realignment, as well as overseeing the implementation of the local plan.

2. Pursuant to Penal Code Section 1230.1(b), the Executive Committee of the CCP is charged with voting on the local plan to be recommended to the Board of Supervisors.

3. Pursuant to Penal Code Section 1230.1(d), consistent with local needs and resources, the plan may include recommendation to maximize the effective investment of criminal justice resources in evidence-based correctional sanctions and programs, including, but not limited to, day reporting centers, collaborative courts, residential multiservice centers, mental health treatment programs, electronic and GPS monitoring programs, victim restitution programs, counseling programs, community services programs, education programs, and work training programs.

ARTICLE IV
MEMBERSHIP

1. Pursuant to Penal Code Section 1230(b)(2), the membership of the CCP includes:
    a. The Chief Probation Officer (Chair)
    b. The Presiding Judge of the Superior Court, or his or her designee
    c. The District Attorney
    d. The Public Defender
    e. The Sheriff
    f. A Chief of Police
    g. The head of the county department of Social Services
    h. The head of the county department of Mental Health
    i. The head of the county department of Employment

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j. The head of the county Alcohol and Substance Abuse programs
k. The head of the county Office of Education
l. A representative from a community based organization with experience in successfully providing rehabilitative services to person who have been convicted of a criminal offense
m. An individual who represents the interests of victims

2. Pursuant to Penal Code Section 1230.1(b), the membership of the CCP Executive Committee includes:
   a. The Chief Probation Officer (Chair)
   b. A Chief of Police
   c. The Sheriff
   d. The District Attorney
   e. The Public Defender
   f. The Presiding Judge of the Superior Court, or designee
   g. One of the following: the head of the department of social services, the head of the county mental health programs, or the head of the county alcohol and substance abuse programs (as listed in subparagraph (G), (H), or (J) of paragraph (2) of subdivision (b) of Section 1230), as designated by the Board of Supervisors. The Directory of the County Health and Human Services Agency has been designated to fulfill this requirement.

ARTICLE V
CHAIR

Pursuant to Penal Code Section 1230 and 1230.1, the Chief Probation Officer shall serve as Chair of both the CCP and the CCP Executive Committee. The Chair shall preside at all meetings. The Chair shall have the ability to call meetings and set meeting agendas.

ARTICLE VI
MEETINGS AND PROCEDURES

The CCP and CCP Executive Committee meetings shall be governed by the Brown Act and all meetings shall be open to the public in accordance with the provisions of the Act.

1. <u>Regular Meetings</u>

   Regular meetings shall be set by the Executive Committee and are to take place on the third Wednesday of the month at 2:30 p.m. unless an alternate date and time is announced in advance. Notice and Agenda will be posted in accordance with the provisions of the Act.

2. <u>Special Meetings</u>

   A special meeting may be called at any time by the Chair, or by a majority of the members of the Executive Committee, specifying the general nature of the business proposed. An agenda and notice will be posted in accordance with the provisions of the Act.

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3. Quorum and Voting Procedure

   a. A simple majority of the committee members of the CCP shall constitute a quorum for the transaction of business at any CCP Advisory Committee meeting. A simple majority of the CCP Executive Committee shall constitute a quorum for the transaction of business at any CCP Executive Committee meeting.

   b. Decisions shall be reached through majority voting, which is defined as a majority of the quorum members present. Members must be physically present to vote.

   c. The CCP and CCP Executive Committee shall use parliamentary procedures (the current editions of Robert's Rules of Order) to conduct business.

4. Setting the Agenda

   The Chair shall designate items on the agenda. The Chair or designee shall at minimum contact committee members prior to the scheduled meeting to solicit requests for agenda items. Anyone wishing to provide input shall request inclusion on the agenda by contacting the Chair no later than one week prior to the scheduled meeting.

5. Public Comments

   The CCP and CCP Executive Committee welcomes and encourages public participation in the meetings. Public Comments at meetings are limited to three minutes for each agenda item. The Chair has the discretion to extend the time based on the complexity of the issue.

ARTICLE VII
BUDGET

1. Budget

   a. The Chair is responsible for the development and oversight of the annual operating budget funded by AB109 revenue.

   b. In December of each year, the chair will solicit budget change requests for the subsequent budget year from the CCP Executive Committee members. All budget change requests must be in writing and include what will be funded, a budget justification, and a specific dollar amount. In the absence of a change request to a budget, the requested budget will be the same as the prior year.

   c. The Chair will submit the requests to the CCP Executive Committee at the meeting held in January for consideration.

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d. The Chair will compile the approved requests and submit the budget along with recommended revenue distribution methodology to the CCP Executive Committee at the meeting held in February for a vote.

e. Should a budget not be approved at the February meeting, a special meeting(s) will be scheduled to ensure a final budget is approved prior to the county budget deadlines.

f. The approved budget and estimated revenue will be included in department budgets submitted via the county budget process to the Board of Supervisors for final approval.

g. The Chair will provide regular budget updates to the CCP Executive Committee.

2. Additional Funding Requests

a. CCP Executive Committee members may submit requests outside of the annual budget process as a request to the Chair for an agenda action item.

b. Requests for additional funding must be in writing and include what will be funded, a budget justification, and a specific dollar amount.

c. The committee member requesting the funding will present the request at the meeting.

ARTICLE VIII
WORKGROUPS

The CCP Executive Committee may designate workgroups, on an as-needed basis. These workgroups may include CCP members, as well as non-CCP members. Workgroups may be subject to provisions of the Brown Act.

ARTICLE IX
CONFLICT OF INTEREST

1. CCP and CCP Executive Committee members shall not participate in making any governmental decision in which they have a financial interest.

2. Any member with a disqualifying conflict of interest must, in compliance with the Political Reform Act:

a. Publically state the nature of the conflict in sufficient detail to be understood by the public;
b. Recuse himself/herself from discussing and voting on the item; and
c. Leave the room until the item has concluded.

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3. The member may be allowed to address the CCP as a member of the public. Said disclosure shall be noted in the official CCP minutes. The member must also comply with all other applicable conflict of interest laws.

ARTICLE X
AMENDMENTS

These Bylaws may be adopted, amended, or repealed by a majority vote of the CCP Executive Committee after written proposal for such action has been in the hands of the CCP Executive Committee for a minimum of thirty (30) days.

DULLY PASSED AND ADOPTED this day of , 2018 by a majority vote of the CCP Executive Committee as reflected in the minutes of the meeting.

_____
Tracie Neal, Chief Probation Officer

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Shasta County DRC Update

JANUARY 2018

WELCOME

We finished out 2017 with a holiday dinner party for our participants and the community. Our team served up a feast that included turkey, ham, mashed potatoes and gravy, dressing, biscuits, sweet corn, and bread. I would like to thank The Rescue Mission for helping us make this dinner possible and Marie Callender's for providing us with a variety of pies to serve for dessert, as well as Shasta County Executive Officer Larry Lees for helping us serve dinner to the participants.

As the new year begins, I'm excited to announce that we've recently reached full capacity at our center and have welcomed on a new part-time education employment coordinator to help serve our many participants. Please join me in welcoming Mr. Billy Miller to our team! Mr. Miller, along with the rest of our staff, recently took part in training designed to better help our participants create their Behavior Change Plans and SMART Goals. Being able to better assist participants in this area is essential to their overall success in our program!

We are eagerly planning for our upcoming transition ceremony on Jan. 18 at 6 p.m. I invite you to join us at the Holiday Inn Redding to celebrate the success of our participants as they start the new year on a truly positive note!

Regards, Danielle Gehrung, Program Manager, dcaito@geogroup.com

SPOTLIGHT ON... BRANDON L.

Brandon started the program at the Shasta DRC in October, just a few days after his release from prison. "At first I was upset about it because I'd just gotten out of prison. I would've rather done more time and not had to do it," Brandon said. However, he soon realized that the program could help him, especially if he put in effort. **"Everyone who works there goes above and beyond," he said. "If you want to change your life, they will definitely get you there."** In his Employment Readiness class, Brandon has learned invaluable skills to help him secure a job. "I've never really worked before, except when in prison, so it really helps me." Currently, Brandon is in workshops at the Smart Center to help him prepare for the GED. After obtaining his GED, he plans to go to college and pursue firefighter training classes. He attributes most of his newfound motivation to the staff at the center. "My case manager is amazing and makes me understand things," he said. "If I need help, she points me in the right direction." Brandon would like to extend a heartfelt thank-you to all the staff at the Shasta DRC for helping him turn his life around!

DID YOU KNOW?

Finding employment is a hurdle for many participants, especially if they have criminal backgrounds or lack needed skills or educational requirements for certain positions. GEO Reentry knows that employment is essential to successful reentry, which is why its programs are staffed with job developers to help participants meet the goal of obtaining employment. Job developers assist participants in resume building, job searching and practicing interviewing skills. Oftentimes, the job developer connects with employers in the community, creating partnerships with businesses that are willing to hire our participants in the future. These partnerships are frequently established at local job fairs that participants attend, while our centers host fairs with other community organizations. Additionally, should a participant need training to qualify for a role they're interested in, job developers can identify programs and additional community resources to help them meet their goals.

By Kasia Kijanczuk, M.S., Research Analyst for Continuum of Care, GEO Care