



**Division of Criminal
Justice Services**

COUNTY RE-ENTRY TASK FORCE (CRTF)

SFY 2019-20

Plan and Guidance Document Webinar

June 4, 2019

Introductions and Panel

- Michele Clarke, DCJS
Office of Probation and Correctional Alternatives (OPCA)
- Ben Lazarus, DCJS
Office of Program Development and Funding (OPDF)
- Heather Purdy, DCJS
Office of Justice Research and Performance (OJRP)



Today's Agenda

1. Introductions and Webinar Specific Details
2. Important Plan Submission and Contract Information and Dates of Interest
3. CRTF Overview
4. 2019-20 Strategic Proposal
5. Questions



Today's Webinar

- Guide you through the CRTF Plan and Guidance Document
- Provide you with information necessary to submit your CRTF Plan
- Give information and instruction on the 2019-2020 CRTF program model

Webinar Specific Details

- Questions will be accepted here during this Webinar, by typing into the Q&A box on your screen and clicking send.
- Answers will be provided at the end of the Webinar and will be available on the DCJS website at <http://www.criminaljustice.ny.gov/ofpa/index.htm>
- Questions that are not answered during the Webinar will also be available on the website.
- The slide presentation is available as an attachment to this Webinar.



Important Plan Submission and Guidance Document Information

- DCJS will not be issuing a competitive Request for Applications (RFA) for the 2019-20 funding. Instead, existing CRTF jurisdictions have received a direct award notice. Following the submission and subsequent DCJS approval of a proposed CRTF Plan, (to be explained further in this Webinar) contracts will be developed. The CRTF Plan to be submitted to DCJS will be a narrative response to questions that describe approaches and activities that participating agencies plan to use to implement their re-entry initiative, along with a complete workplan and budget.

Important Plan Submission and Guidance Document Information (continued)

- This year the contract development process will take place in the state's electronic grants management system, the NYS Grants Gateway. For guidance on the Grants Gateway registration and online application processes, please visit <https://grantsmanagement.ny.gov>. A webinar giving guidance to DCJS grantees on the Grants Gateway process is also available for review at <https://grantsmanagement.ny.gov/live-webinars>.

Important Plan Submission and Guidance

Document Information (continued)

- Contracts for the 2019-20 grant period will be expenditure-based rather than performance-based. Budgets will be developed with grantees that are reimbursable for expenditures necessary to operate the program and not based upon completion of milestone targets. Grantees will still be required to meet measurable performance expectations with regard to serving individuals. Performance targets will be outlined in the contract workplan developed with grantees.



Important Information and Dates of Interest

- OPCA staff has arranged individual Plan Preparation Meetings with all CRTFs beginning Thursday, June 6, 2019. CRTFs are *strongly encouraged* to prepare the answers to the questions in Part II of the guidance document before meeting with OPCA staff on assigned Plan Preparation Meeting dates.
- OPCA Plan Preparation Meetings will address questions related to CRTF program components, service coordination, implementation of CBI/ER programming, workplan and overall plan submission.



Overview

- Funding amounts maintain the current level of support provided to the existing CRTF programs.
- Currently, the CRTFs contracts are in effect through September 30, 2019.
- The new contract cycle will be October 1, 2019 to September 30, 2020 with four optional renewals.
- Total funding amount available for SFY 2019-20 is \$3.8 M.



Sub-contracting

- A grantee who is sub-contracting the award, must follow their own jurisdiction's procurement rules, as stated in contract language "Local governments must make procurements in accordance with General Municipal Law Article 5-A."
- All contractual obligations and requirements pass from the grantee to the subcontractor. Subcontractors are held to the same program model and are monitored for performance and adherence to fidelity by DCJS. DCJS must receive a copy of the agreement between the grantee and their subcontractor.

2019-20 COUNTY RE-ENTRY TASK FORCE

Program Goals and Purpose

- Reduce offender recidivism and increase public safety.
- Maintain a county-based service delivery system that addresses criminogenic and stabilization needs of moderate- to highest-risk parolees and specialized parole populations released from prison.
- Provide cognitive-behavioral interventions (CBI) to address the criminogenic needs of persons returning to their communities.
- Provide employment readiness programming to help prepare individuals to re-enter the workforce.



Program Target Numbers

- CRTFs are advised to consider the data presented in the Appendices of the guidance document (Appendix: 2018 DOCCS Parole Releases by County and Supervision Level; Appendix: DOCCS 20 + Year data; Appendix: CRTF Intake Achievements 2016-2017 and 2017-2018) to determine potential target numbers for Case Conference, Intake/Service Plan, Service Coordination, and CBI/ER objectives.
- DCJS will work with each CRTF to determine the number of individuals to be served for the 2019-2020 contract year.
- Target numbers for the 2019-2020 contract year should allow a high-quality intervention to be delivered to as many participants as reasonable, given anticipated parole release numbers.



Target Population

Eligibility Criteria:

- Moderate to Highest-Risk Individuals based on the COMPAS Re-Entry; cases with a Supervision Level of 1, 2, or 3.
- Exceptions may be made for those individuals identified as Special Populations.



Target Population (continued)

Special Populations are defined as:

- Women with high service needs
- Adolescents and juvenile offenders on parole or recently released from an Office of Children and Family Services (OCFS) residential facility
- Persons with mental illness or developmental disabilities, severe medical issues or those with hearing, visual or physical impairments
- Those released who have been incarcerated for 20 years or more
- Individuals who have violated parole and were re-released



***NEW* Service Coordination**

- Service Coordination is defined as the interaction between the CRTF and the individual to support participation and progress in services identified in the case conference and intake. The Re-entry Service Coordination Plan is derived from information in the DOCCS case plan as well as identified stabilization needs.
- Tasks associated with Service Coordination should include:
 - Scheduling appointments
 - Follow-up with service providers to discuss participant progress
 - Regular reviews of participant's goals and achievements throughout the 30-120 days of service coordination



Re-Entry Service Coordination Plan

- A plan that supports the work between CRTF staff and participants to secure services to meet immediate stabilization and criminogenic needs.
- Re-Entry Service Coordination Plan includes:
 - Identified goals
 - Realistic goals
 - Recommended services
 - Dates/times of appointments, location of services, frequency of appointments, expected duration of the program
 - Strategies to overcome barriers/challenges in order to achieve goals



Cognitive Behavioral Intervention (CBI) and/or Employment Readiness Programs

CRTFs must include a plan to provide CBI and/or Employment Readiness programs. The following curricula are pre-approved by DCJS:

CBI

- Thinking for a Change (T4C)
- Thinking for a Change (T4C) Booster
- Moral Reconciliation Therapy (MRT)
- Interactive Journaling
- CBI-EMP (trained by the University of Cincinnati)

Employment Readiness

NIC Offender Workforce Development Specialist (OWDS) **Ready, Set, Work!** (RSW!)



Program Reporting Requirements

Case-level data and fiscal reports must be submitted by CRTFs. DCJS has the right to require additional reports for program monitoring and evaluation purposes.

- **Monthly Snapshot Reports** to be submitted to the CRTF email address *dcjs.sm.crtfmonthlyreports@dcjs.ny.gov*
- **Quarterly Case-Level Data Reporting** to be submitted through the Community Corrections Data Submission (CCDS) application.
- **Quarterly Fiscal Reports** to be submitted for payment and are due 30 days after the end of the quarter.

<https://www.criminaljustice.ny.gov/ofpa/applcngntfrms.html>



Case-Level Data Reporting

DCJS funded community corrections and re-entry programs are required to submit case-level data through the Community Corrections Data Submission (CCDS) application on the IJ Portal.

Program data are used to:

- Create reports summarizing participant characteristics, program outcomes, and re-arrest activity.
- Create internal reports to monitor program achievement.
- Develop cohorts for outcome evaluations.



Case-Level Data Reporting

Data entry into the CCDS is required for CRTF participants for whom an intake is completed and an initial service coordination plan is developed.

- Demographics (First Name, Last Name, NYSID#, Sex, DOB, DOCCS Supervision Level, last DOCCS release date).
- Admission date, last date of formal services, and reason for end of formal services.
- Required dates of achievement:
 - Case conference date
 - Service plan signed date
 - Service coordination begin and end dates
 - CBI and/or employment readiness group enrollment and completion dates



Fidelity and Evaluation

DCJS maintains a fidelity and evaluation system for funded community corrections programs. All programs will be required to cooperate fully with the process, which will:

- Confirm programs are operating as proposed;
- Assess fidelity to the CBI curriculum being offered; and
- Provide technical assistance from DCJS program staff.



Work Plan Objectives

- OJRP will continue to collect case level information on all participants who are being served by the CRTFs.
- All 2019-20 contracts will be based on the following objectives in the work plan. These objectives include:
 1. Case Conference
 2. Intake and Re-Entry Service Coordination Plan
 3. 30-120 day Service Coordination
 4. CBI and/or Employment Readiness Enrollment and Completion
 5. Bi-Monthly CRTF meetings
 6. Public Education and Outreach Events
 7. Distance Learning Modules



Case Conference

- CRTF Case Conferencing is defined as a formal, planned and structured event with interdisciplinary professionals held every two weeks to discuss service coordination.
- The CRTF coordinator should work with DOCCS to develop a process by which eligible participants are referred for Case Conferencing in advance of their projected DOCCS release date in order to provide sufficient time to identify the appropriate services needed.
- Prior to Case Conference, a signed participant consent form must be provided to the CRTF.
- Required members of the Case Conferencing Committee.



Intake and Re-Entry Service Coordination Plans

- Intake is defined as the initial in-person appointment between CRTF staff and the participant. The Parole Officer is encouraged to attend whenever possible.
- In cases where a pre-release Case Conference is held, the Intake appointment should occur within one week of an individual's release from incarceration.
- CRTF staff will provide a brief orientation of the CRTF program, provide expectations of CRTF participation, review the DOCCS case plan, and discuss the benefits of service coordination for identified needs.



Intake and Re-Entry Service Coordination Plans (continued)

- The Re-entry Service Coordination Plan includes the identified criminogenic and stabilization needs, recommended services, and pertinent information that impact the delivery of services based on a participant's individual strengths, challenges and identified preferences.
- Service coordination plans should be structured to reflect reasonable goals.
- A copy of the re-entry service coordination plan signed by the participant will be provided to the parole officer as well as the participant.



30-120 Day Service Coordination

- Based on feedback received from the CRTFs, DCJS is recommending the provision of coordination services (referrals, support and advocacy) for 30-120 days or longer.
- CRTF staff will meet with the participant on an as needed basis, based on the degree/intensity of service coordination.
- CRTF staff will communicate with service providers to assess progress and periodically review and update the service coordination plan as needed (at least every 30-45 days).
- All service coordination plan updates will be provided to parole staff. Prior to conclusion of service coordination, the CRTF staff must review the status of the service coordination plan and prepare a CRTF Exit Summary.



CBI and/or Employment Readiness Enrollment and Completion

- Conduct CBI and/or Employment-Readiness programs using certified facilitators and with fidelity to the model.
- CRTFs are required to select one or more of the DCJS approved CBI or Employment-Readiness curricula and develop a regular schedule by which these interventions will be routinely available to participants throughout the contract year.
- Document CBI and/or Employment-Readiness attendance with attendance rosters including dates, times, and participant sign-ins for each module/session.
- Work with participants to make-up missed modules/sessions prior to the next session.



Bi-Monthly CRTF Meetings

- Meetings will include a discussion of year-to-date outcomes and achievements as outlined in the contract work plan.
- CRTF bi-monthly meeting attendees should include the CRTF Coordinator, Co-Chairs and primary service providers.
- CRTFs will send a copy of the CRTF bi-monthly meeting agenda one week in advance of the meeting.
- Signed attendance sheet should be sent to DCJS upon completion of the meeting.
- Meeting space should be suitable to engage all members and foster open discussion.
- Ideally, meeting space should have phone conferencing capability.



Community Outreach and Public Education

- CRTFs are encouraged to engage the community, including formerly incarcerated individuals and their families, in order to build a comprehensive re-entry system through community education and outreach efforts.
- Activities may include but are not limited to public awareness campaigns, community forums on topic relevant to re-entry, outreach to employers/job fairs, and publication of informational materials for the community on offender re-entry topics.
- CRTFs should send information related to community outreach and public education efforts to DCJS in advance of the event.



Distance Learning Modules*

- What Works in Correctional Intervention
- Staff Effectiveness
- Assessment and Classification
- Case Planning
- Addressing Responsivity
- Cognitive Behavioral Interventions
- Behavior Management Systems
- Implementation
- Client Engagement

*** DCJS provided online training – located at Integrated Justice Portal**



SUMMARY

This year the contract development process will take place in the state's electronic grants management system, the NYS Grants Gateway.

All attachments are available via the instructions provided in the award notice.

- For guidance on the Grants Gateway registration and online application processes, please visit <https://grantsmanagement.ny.gov>
- A webinar giving guidance to DCJS grantees on the Grants Gateway process is also available for review at <https://grantsmanagement.ny.gov/live-webinars>
- Budgets will be finalized upon completion of the work plan. You will be advised by your DCJS representative when it is time to finalize the budget in the Grants Gateway.



SUMMARY

(Continued)

- Narrative responses to the questions outlined in the guidance document will be due no later than 6/24/19. They will be in Microsoft Word format and attached to the contract record in the Grants Gateway.
- Not-for-Profit applicants **must** be pre-qualified through the NYS Grants Gateway. **NFP applicants should begin this process as soon as possible.**

Questions?



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Thank you for your participation!



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