



Welcome to eFocus, an electronic newsletter produced by the NYS Division of Criminal Justice Services-- Office of Probation and Correctional Alternatives (OPCA).

OPCA publishes this newsletter to further its goal of promoting public safety through probation services and other community corrections programs. We welcome your suggestions.

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New York State Division of Criminal Justice Services (DCJS)  
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**1. IJ Portal Workload Report Changes - Deleting, Saving, Uploading Reports**  
Requested software changes to the Caseload Explorer workload report deleting, saving, and uploading processes in the eJusticeNY Integrated Justice Portal (IJ Portal) have been made. These changes include the ability to delete selected workload reports instead of having support staff delete multiple reports to reach a single report that would need to be deleted; the ability to save reports before they are completed for those departments that manually enter their workload report data, which prevents data loss due to the system timing out; and the ability to upload the reports to a specific month or quarter during the past calendar year and the calendar year to date. These changes will make the delete/upload process of DP30/DP30A and SORA reports much more efficient and user friendly.

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2. Field Visits to Probation Departments in Albany, Allegany, Franklin, Herkimer, Jefferson, Livingston, Orleans, St. Lawrence and Wyoming County counties
DCJS Deputy Commissioner and Probation Director Robert Maccarone and Probation Executive Deputy Director John Adams recently visited Probation Departments in Western New York and in the Capital Region to meet with staff, probation directors and county representatives. The state director discussed with each department the new supervision

rule to include the merit credit and juvenile contact substitution components, real-time video reporting technology, the upcoming Caseload Explorer changes, and the positive impact of probation work on public safety through such efforts as DNA collection and use of evidence-based practices. Director Maccarone and Deputy Director Adams were impressed by the fact that many of the departments are conducting cognitive behavioral intervention programming groups such as the National Institute of Corrections (NIC) *Thinking for a Change* program and the NIC Offender Workforce Development Specialist --*Ready, Set, Work!*

3. Annual Training Certificate Presented in Jefferson County

Deputy Commissioner and Director Robert M. Maccarone recently presented the Annual Training Certificate to the Jefferson County Probation Department.



Former Probation Director Ed Brown, Probation Director David Corey and Deputy Commissioner and Director Robert M. Maccarone.

4. OPCA Quality Assurance Review Visits to IID Installation/Service Providers

Community Corrections Representative II Shaina Kern has begun regional site visits to Ignition Interlock Device Installation/Service Providers to best ensure rule compliance with Title 9 NYCRR Part 358. Visits to the monitors in Broome and Chemung counties are scheduled for October, and Suffolk and Nassau counties in November. IID Probation/CD Monitors served by these counties are welcome and encouraged to attend Installation/Service Provider site visits with Shaina. If you are an IID Monitor and are interested in Shaina visiting your county or visiting installation/service providers with her, please email her at Shaina.Kern@dcjs.ny.gov.

5. NYS Justice Mental Health Collaboration Program-Specialized Supervision Training

OPCA recently offered training designed to provide necessary skills to assist probation officers in the specialized supervision of individuals with serious mental illness and/or co-occurring disorders. This training, together with the *Essentials of Mental Health 101* online curriculum currently under development by the State Office of Mental Health, and the Emotionally Disturbed Persons Response Team (EDPRT) Crisis Intervention Team training, will provide an advanced skill set for this work.

This training was presented to the 10 pilot counties participating in the Justice and Mental Health Collaboration Program, which is supported by U.S. Bureau of Justice Assistance funding: (Albany, Erie, Nassau, Niagara, Monroe, Onondaga, Orange, Rensselaer, Schenectady, and Westchester).

The four-day training agenda included the following topics: Introduction to the Justice Mental Health Collaboration Program, specialized Mental Health training for Probation Officer's,

peers and recovery, cognitive behavioral interventions, screening and assessment, motivational interviewing specific to mental health caseload, and trauma.

Additionally, *Probation Practitioner Guidance for the Supervision of Individuals with Mental Illness* is being developed for guidance on specialized supervision of individuals with mental illness. This document will be made available to all departments across the State once completed.

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**6. Embracing the Goals of the New Probation Supervision Rule (Part 351)**

Following the implementation of the new Probation Supervision Rule (NYCRR Part 351) on June 1, 2013, OPCA requested that county probation departments, through the Annual Probation Plan, share their comments and experience about how the new Rule has improved the management of Criminal Court probation cases in their county. Jefferson County provided the following response, reflecting strong leadership and a carefully planned implementation. *Appropriately identifying risk levels and applying the risk principle to probationer supervision has freed officers up to concentrate on the higher risk probationers, and the inclusion of electronic forms of communication through the use of smart phone technology has also positively impacted the workload by improving efficiency. Merit Credits are being used to incentivize positive offender behavior by those officers who choose to take advantage of this feature. The department has also replaced the Intensive Supervision Program with a Greatest Risk Program and has found that the reduction in the number of contacts has eased the workload without jeopardizing supervision priorities. The rule also allows for flexibility in contacts while maintaining appropriate levels of risk management by utilizing the administrative function provided by the rule.*

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7. OPCA releases the Summary of Alcohol-Related Risk Assessment Instruments

This summary contains updated research information on the effectiveness and accuracy of some of the most widely used alcohol-related risk assessment instruments in the nation. Notably, the updated summary includes information on the Impaired Driving Assessment, recently published by the American Probation and Parole Association (APPA). The use of specialized risk and need instruments for the DWI offender can assist probation departments in the preparation of pre-plea/pre-sentence investigation reports and the development of supervision and treatment plans, as well as prioritization of the highest risk probation cases when the availability of supervision resources and treatment are limited. These tools can prove beneficial to probation as a supplement to NYCOMPAS for better assessing risk and needs of impaired drivers as many such offenders score well in traditional pro-social scales. This guidance can be found on the IJ Portal under the tabs for Director's Memos, Specialized Supervision and Risk Assessments.

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**8. Annual NYS Probation Officers Association (POA) Conference**

This year's conference, "Empowering Community Corrections Officers with Knowledge, Skills, and Leadership to Effect Change and Promote Public Safety" was held in August in Niagara Falls.

This premier training event for probation officers featured many excellent presenters and workshops that provided information on topics such as crime analysis, domestic violence, sex offender behavior, staff management, officer safety, justice and mental health collaboration, human trafficking, Leandra's Law, impaired driving, PTSD and immigration matters.

The Probation Officers Association and OPCA also presented several awards at the event.

Robert Maccarone, Deputy Commissioner and Director and John Adams, Executive Deputy Director, presented the *Annual Outstanding Service by a Probation Officer Award* to the Orange County Probation Field Unit- Laurie Martins, Melissa Laks, Vincent Ellison, and

Amanda Mottola, from left to right.



The annual *Outstanding Collaboration between Probation and Local Social Services Award* was presented to Michele Clark from Columbia County Probation who is pictured below with Director Maccarone and Deputy Executive Director Adams. Michele also accepted the award for her DSS counterpart and recipient, Dawn Beaumont from Columbia County DSS, who was not able to attend the conference.



OPCA also congratulates the recipients of the Probation Officer Association Awards for their outstanding and distinguished achievements:

Jason Jones, NYC Probation: *Award of Honor*

James Fister, Oneida County Probation: *Jeannie Farrell Award*

Laura Swartzenburg, Monroe County Probation: *Presidential Distinguished Service A Award*

Scott Crowell and Christopher Woodring, Cattaraugus County Probation: *Presidential Distinguished Service B Award*

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9. Restorative Justice--The Juvenile Community Accountability Board (JCAB) Program

This program, at the Albany County Probation Department, was developed in July 2006 and began as a pilot program initially targeting only city of Albany youth. In April 2011, the program expanded to serve the entire county with sites where meetings are held in 6 different locations: Bethlehem, Guilderland, Watervliet, Cohoes, and two in Albany (one in Arbor Hill and one in the South End.) The program is based on restorative practices and focuses on getting the juvenile to understand the harm that was cause, who was affected, and how to repair that harm.

Meetings are held weekly with volunteers who serve as Board Members all of whom were trained in restorative practices as well as the juvenile process and interviewing skills. There are currently 55 volunteers and trainings for new volunteers are held twice a year.

Since its inception, there have been 269 juveniles referred to JCAB and 208 (77%) of those referred successfully completed the program and were diverted away from Family Court. Additionally, only 38 of the 208 who successfully completed, were re-arrested which correlates to an 82% success rate in terms of recidivism. And to date 7,036.5 hours of community service have been completed.

10. OPCA Trainings

- **Caseload Explorer Training**
Executive Deputy Director John Adams presented this training, based on questions from the field, last month via Live Meeting. For more information or to receive a link to the training, please contact Patricia Clements at Patricia.Clements@dcjs.ny.gov or (518) 485-0905.
- **Fall 2014 Officer Safety and Survival Training (OSST)/Peace Officer/Fundamentals of Probation Practice (FPP) Course**
This course, which is currently being offered, is designed to provide state-of-the-art and training to new probation officers, including required training and an overview of the procedures and legal requirements necessary for the work of probation. New probation officers learn, develop and practice skills that will be needed to successfully work with individuals who receive probation services with the goal of reducing recidivism. For more information about the training, please contact Patricia Clements at Patricia.Clements@dcjs.ny.gov or (518) 485-0905.
- **Fundamentals of Probation Practice (FPP) Orientation for Supervisors Training**
Held in August in four different counties, this one-day training gave supervisors an overview of the FPP training attended by new probation officers. Supervisors saw first-hand from a management perspective what information is being taught, in what manner and why.
- **The National Institute of Corrections (NIC) Thinking for a Change Training**
The final session of Thinking for a Change (T4C), NIC's cognitive behavioral intervention program, was held last month in New York City. More than 80 professionals from ATI and re-entry programs, Probation Departments and the state Department of Corrections and Community Supervision (DOCCS) attended the training, which was facilitated by NIC trainers. A Training for Trainers is being planned for early 2015; watch for details in upcoming issues of eFocus.
- **OPCA Graduates its Eighth NIC OWDS Class**
OPCA joined with the state Department of Labor and county Probation Departments in August to celebrate the completion of the eighth class of individuals to receive Offender Workforce Development Specialists (OWDS) training as a result of the in-state partnership with NIC. This year's class included staff from county Probation Departments, ATI Programs, 200% of Poverty Programs, and County Re-entry Task Forces. A total of 185 professionals have completed the 180-hour OWDS training through OPCA's partnership with NIC. OPCA also sponsored two teams that attended NIC's national training, which brings the total of OWDS-trained professionals in the state to 202. For more information on OWDS training, please contact Cynthia Blair at Cynthia.Blair@dcjs.ny.gov or (518) 485-5145.

11. Recent 2014 State Director's Memoranda

- 2014-3: Probation Restitution and Financial Obligations
- 2014-4: Managing DWI Probationers – Specialized Risk and Needs Assessment Instruments for DWI Offenders

2014-5: DCJS Certification Form – Probation Adjustment of Certain Juvenile Delinquency (JD) Matters

All State Director's Memoranda are available online via the IJ Portal. To access them, log on to the IJ Portal, and click on Resources, Reference Library, Probation and Director's Memoranda.

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### 12. Awards, Events, Additional Trainings and News

#### Mandated Reporter Training Available Online

Individuals required to report suspected incidents of child abuse or maltreatment can receive training on the topic online. The two-hour training allows individuals to work at their own pace: progress is saved at the end of each section, giving individuals 30 days to complete the course. Interactive exercises are customized for the major disciplines: social services, education, law enforcement, child day care and medical. Individuals also learn definitions, indicators and how to make a report to the New York Statewide Central Register. The course is user friendly, fully narrated and includes taped video segments that enhance learning points. It also meets the New York State Education Department mandatory requirements for Training in Child Abuse Identification and Reporting. The course is available via this link: <http://www.nysmandatedreporter.org/TrainingCourses.aspx>

#### Center for Employment Opportunities Graduates 1,000th Participant

The Center for Employment Opportunities (CEO), a non-profit that exclusively provides employment services for those released from prison, recently graduated its 1,000th participant from a Life Skills Education Class offered in Buffalo, just shy of its fifth anniversary of providing services to that community. DCJS currently provides \$1.6 million in funding for CEO programming in New York City and Albany, Erie and Monroe counties. CEO programming began in NYS, but recently opened programs in California and Oklahoma.

#### Reminder: Expansion of Mandated Reporting Requirements

The New York State's Protection of People with Special Needs Act, which took effect in 2012, requires that reports of abuse and neglect be made to the state's Justice Center for the Protection of People with Special Needs by anyone who has regular and substantial contact with people being served.

The law defines a "vulnerable person" as a person who, due to physical or cognitive disabilities or the need for services or placement, is receiving care from a facility or provider within the systems of the Justice Center's oversight, which include the following state agencies: the Office for People with Developmental Disabilities, Office of Mental Health, Office of Alcoholism and Substance Abuse Services, Department of Health, State Education Department, and the Office for Children and Family Services.

Reporting requirements extend to employees, volunteers, directors and operators of covered facilities and programs, as well as external staff. In addition, peace officers – including probation officers – also are considered by law to be mandated reporters.

Information about specific reporting requirements can be found on the Justice Center's website: [www.justicecenter.ny.gov](http://www.justicecenter.ny.gov). Click on the "About" tab to access Frequently Asked Questions. The "Incident Reporting" tab includes information and a brief training webinar specific to mandated reporting requirements.

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13. Practice Tip 1: IID Required Notifications Title 9 NYCRR Section 358.7(d)(1) requires that at a minimum, any monitor shall notify the appropriate court and district attorney, within

three business days, of any report of failed tasks, failed tests, circumvention or tampering as specified within that section. If an individual is under probation supervision, the county probation department also must adhere to Part 352: Graduated Sanctions and Violations of Probation. Under Part 352, probation may recommend a course of action in response to the IID failures described in Part 358, but it is important to remember that any investigation and response taken pursuant to Part 352 does not relieve the probation department from the requirements of Section 358.7(d)(1). At a minimum, the probation department must still notify the court and DA of specified acts or failures as described in that section within three business days.

Practice Tip 2: IID Orders with Intermittent Incarceration: For cases that include an order to install an Ignition Interlock Device (IID) and a period of intermittent incarceration, the IID order is effective at sentencing, rather than upon completion of the period of intermittent incarceration. Since the operator will be in the community when not serving the intermittent incarceration, it is in the best interests of public and highway safety for the IID to be installed within 10 days of sentence as required by regulation, if not already installed in advance of sentence.

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14. Quick Fact: Individuals living with serious mental illness face an increased risk of having chronic medical conditions. Adults living with serious mental illness live 25 fewer years on average than other Americans, largely due to treatable medical conditions. (NAMI, 2014)

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