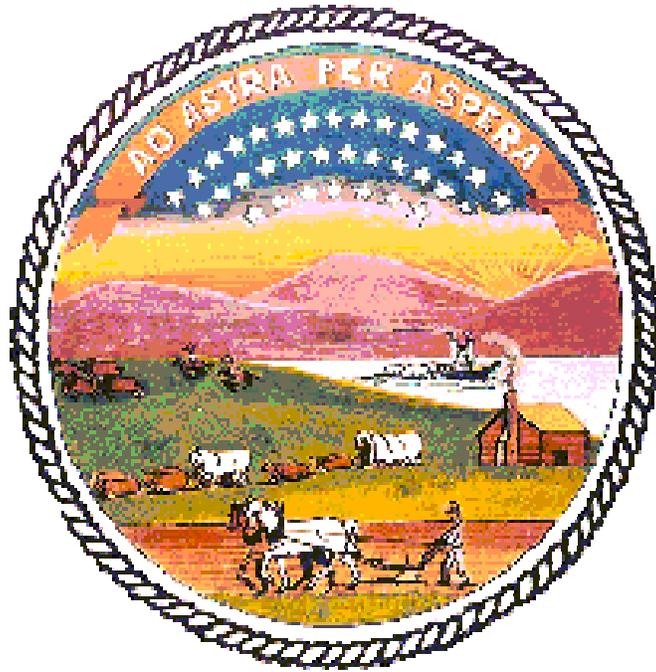


**Kansas Department of Corrections  
Community Corrections Services Division**



**House Substitute for Senate Bill 14  
Annual Report  
January 14, 2008**

January 14, 2008

The Honorable Kathleen Sebelius  
Governor of the State of Kansas

Honorable Members of the Kansas Senate  
And Kansas House of Representatives

Honorable Members of the Kansas Reentry Policy Council

Greetings:

Pursuant to provisions of 2007 Senate Bill 14, I am pleased to present the first annual report detailing the Kansas Community Corrections grant program and the progress of the individual community corrections programs. The other area of information covered specifically within this report is the grant application process and awarding of grants to the various community corrections programs as governed by 2007 SB 14.

We have, for several years, pursued the goal of increased public safety through improved offender performance, thus reducing the need to revoke offenders on community supervision. The methodology utilized in this targeted risk reduction goal is one of evidence-based practices and community partnerships. The Governor and the 2007 Legislature saw the importance of this effort and, in their desire to increase the safety of Kansas communities, passed and signed into law 2007 SB 14. Among the goals of this legislation is a demonstrated reduction of a community corrections program's offender revocation rates by at least 20% (using their FY 2006 revocation rate as a baseline). Since the implementation of SB 14, the KDOC has convened two community corrections stakeholder conferences to assist in increasing the capacity of the community corrections programs to accomplish this ground-breaking objective, and continues to provide training and technical assistance to that end.

The Department of Corrections is committed to our role of making Kansas safer for each citizen, and we look forward to the expected success of this legislative initiative.

Sincerely,



Roger Werholtz, Secretary  
Kansas Department of Corrections

## **The Senate Bill 14 Risk Reduction Initiative**

### **Building an Infrastructure for Change and Targeting Skill Development**

#### **Purpose of the Annual Report**

This Annual Report is published by the Kansas Department of Corrections (KDOC), Community Corrections Services Division, in accordance with the requirements of House Substitute for Senate Bill 14, and is designed to provide both general and specific information to the Governor, the State Legislature (Secretary of the Senate and Chief Clerk of the House of Representatives), and the Kansas Reentry Policy Council. Information contained in this report includes a discussion of Kansas Community Corrections and the Senate Bill 14 Risk Reduction Initiative (SB14 RRI); the SB14 RRI grant application development process, review process, and grant awards; the SB14 RRI Stakeholder Conferences; the next steps which include statewide case management risk reduction education and targeted skill development; and information on community corrections Fiscal Year (FY) 2006 revocation data and FY 2008 revocation goals.

#### **Senate Bill 14 Community Corrections Risk Reduction Initiative Background**

In FY 2008 the Kansas Legislature appropriated funding under Senate Bill 14 (SB14). Four million dollars of that appropriation has been awarded as grant funds to local community corrections agencies through the SB14 Risk Reduction Initiative (SB14 RRI), a competitive grant process implemented by the Kansas Department of Corrections. Any Kansas Community Corrections agency was eligible to apply for SB14 RRI funding to enhance risk reduction efforts and reduce revocation rates by at least 20%. Kansas Community Corrections is comprised of 31 county operated Intensive Supervision Probation programs which provide services to all 105 counties in Kansas. These agencies have a legislatively defined target population including high risk and need probationers, and program design is specific to local probationer needs and court procedures. The three specific goals of the SB14 RRI are to increase public safety, reduce the risk level of probationers on community corrections supervision, and increase the percentage of probationers successfully completing community corrections supervision. Agencies funded under this initiative have committed to the philosophy of risk reduction and building a system to facilitate probationer success by targeting the criminogenic needs of medium and high risk probationers utilizing evidence based community supervision methods and practices.

## **SB14 RRI Application Development, Application Review Process, and Grant Awards**

KDOC received technical assistance from the Center for Effective Public Policy (CEPP) in the development of the SB14 RRI grant application and review process. The application procedure was a risk reduction planning process (See Attachment A), and as a part of application development, agencies who chose to apply were required to address the following areas:

- Development of a RRI Narrative which was a discussion of current agency needs including a description of problems relating to probationer successful completion of supervision utilizing Level of Service Inventory – Revised (LSI-R<sup>®</sup>) data, an examination of current practice and current resources, an examination of the agency’s application of the eight principles of risk reduction, and identification of gaps between current and evidence based practices.
- Development of a plan to close the gaps identified in the need statement including establishment of a strategy to reduce revocation rates by at least 20%, a strategy to target services to medium to high risk probationers, and a strategy to reduce probationer risk and promote effective functioning in the community utilizing evidence based practices. Agencies were also required to provide evidence of community support for the initiative and indicate willingness to participate in the planning and implementation of a consistent set of statewide policies on community corrections supervision and revocation.
- Development of a team to support the local planning, implementation, evaluation and sustainability of the local RRI.
- Development of a strategy to monitor the planning, implementation, and success of the local RRI.
- Development of budget summary and budget narrative documents.

An essential element of the SB14 RRI is collaboration among KDOC, national partners (CEPP, Council of State Governments (CSG), Justice Equality Human dignity and Tolerance (JEHT) Foundation, National Institute of Corrections (NIC), etc.), and local community corrections agencies to build an infrastructure for change by providing risk reduction education for local executives, stakeholders and case management staff. Several types of assistance were provided to local community

corrections agencies for application development. These assistance initiatives included, but were not limited to:

- In early July, KDOC and CEPP met with local agency directors from across Kansas to discuss the SB14 RRI, the application, evidence based practices, and subsequent technical assistance opportunities.
- In mid July, KDOC and CEPP provided a two day training to local agency directors and agency representatives to assist in the development of risk reduction initiatives and the grant application.
- During the months of August and September, KDOC held five “Office Hours Sessions” at locations across the state during which a selection of the KDOC Community Corrections Services Division team (Director, Program Consultants, Fiscal Auditor) was available to answer questions and provide clarification on the SB14 RRI application process.
- In late August and early September, the KDOC Community Corrections Services Division hosted two Resource Workshops for local community corrections agencies to provide them with exposure to a variety of resources available to assist in RRI planning. Resources presented included mental health resources, discussion of KDOC contracts that include services and rates available to local agencies, a presentation by Value Options, information on recruiting and working with volunteers, and presentations by the two Parole Directors and a Community Corrections Director discussing their experience of implementing evidence based practices.

SB14 RRI Grant Applications were due to KDOC October 1, 2007, and grant awards were announced in early November. Grant applications were reviewed on merit individually and independently by one of three grant review teams. Each team consisted of three reviewers, and a fourth reviewer who read all applications in order to provide an overall perspective of the application pool. All 31 local community corrections agencies applied for funding under this initiative and all were awarded funds (see page six for grant award amounts for each agency). KDOC Community Corrections Services Division staff continues to be available to agencies to provide technical assistance to facilitate the ongoing development of the local risk reduction initiatives.

<b>FY2008 SB 14 Risk Reduction Initiative</b>	
<b>Community Corrections Agency</b>	<b>Award</b>
04th District	\$85,760.00
05th District	\$91,402.20
06th District	\$54,661.85
08th District	\$17,369.45
11th District	\$75,034.00
12th District	\$69,384.01
13th District	\$69,500.54
22nd District	\$64,525.90
24th District	\$32,471.77
25th District	\$89,807.48
28th District	\$192,141.75
2nd District	\$17,716.00
31st District	\$71,150.16
Atchison County	\$19,259.95
Central Kansas	\$65,735.05
Cimarron Basin	\$85,884.41
Cowley County	\$91,177.89
Douglas County	\$94,140.00
Harvey/McPherson County	\$103,034.25
Johnson County	\$304,631.00
Leavenworth County	\$34,143.02
Montgomery County	\$53,122.68
Northwest Kansas	\$72,020.42
Reno County	\$119,188.50
Riley County	\$88,195.64
Santa Fe Trail	\$78,533.17
Sedgwick County	\$928,809.52
Shawnee County	\$181,452.96
South Central Kansas	\$57,085.60
Sumner County	\$30,375.26
Unified Government	\$655,740.74
<b>TOTAL</b>	<b>\$3,993,455.17</b>

The risk reduction efforts that agencies will pursue across the state include, but are not limited to, the following:

- Hiring new staff and/or reconfiguring existing staff structures.
- Running or contracting for cognitive groups.
- Partnering with community organizations (Mental Health Centers, Workforce Development Centers, Adult Education Centers, etc.).
- Training staff in evidence based practices such as:
  - Cognitive Reflective Communication
  - Advanced Communication Motivational Strategies (ACMS)
  - Case Plan training
  - Cognitive Behavioral Intervention Tools training
  - Offender Workforce Development (OWD) training
- Revising policy and procedure to align with evidence based practice.
- Developing intermediate sanctions models of supervision.
- Developing systems of reward and positive reinforcement for staff and probationers.
- Revising staff evaluation procedures.
- Developing and maintaining program monitoring and evaluation procedures.
- Developing voucher money policy and procedure to address probationer needs such as:
  - Educational expenses.
  - Housing expenses.
  - Transportation expenses.
- Developing in-house offender workforce development programs.
- Developing quality assurance procedures.
- Reduction of caseloads.
- Specialization of caseloads.
- Engagement of the community, and probationer family and significant others, in the supervision process.
- Investigation and/or implementation of specialized assessment tools.
- Revision of revocation procedures.
- Revision of absconder location practices.

Please see Attachment B for a glossary of terms related to local program design and Attachment C for a summary of the proposed provisions of each local SB14 RRI Program Strategy and Design.

### **SB14 RRI Community Corrections Stakeholder Conferences**

Collaborative planning and work toward meeting the goal of building an infrastructure for change in Kansas Community Corrections is ongoing. Under the Promoting Successful Community Supervision Outcomes project, KDOC has requested technical assistance from the JEHT Foundation. One element of this request, two stakeholder conferences targeting local community corrections directors, key stakeholders, judges, county commissioners, advisory board members, and other key community partners, took place across two sessions in November.

With the passing of SB14, the Kansas State Legislature has demonstrated their strong support of the efforts of the state's agencies in implementing or strengthening evidence based practices as part of a risk reduction plan to work toward the goals set forth in SB14. Community stakeholder participation and support are critical to reaching these goals. Community partners must be included in agency efforts to implement risk reduction strategies and to develop programming, services, and other resources to decrease the number of probationers who either violate their conditions of probation or are convicted of a new misdemeanor or felony. As part of this effort, The JEHT Foundation, NIC, KDOC, and CEPP convened two Kansas Community Corrections Stakeholder Conferences; the first at the Holiday Inn Holidome in Lawrence, Kansas, November 6-8, 2007, which sixteen community corrections agencies attended, and the second at the Capital Plaza Hotel in Topeka, Kansas, November 26-29, 2007 which fourteen community corrections agencies attended.

The conferences were collaboratively planned by representatives from local community corrections agencies, KDOC, and their national partners, and provided an opportunity for teams of directors and stakeholders from each community corrections agency to come together to learn about and discuss information regarding risk reduction and evidence based practices, and to do agency team specific work. The goals of both conferences were to:

- Build an infrastructure for change at the level of community stakeholders to assist districts in employing risk reduction and evidence based practices in a more collaborative manner to create more successful outcomes with probationers;
- Review the core principles of risk reduction and evidence based practice, and consider their potential impact on probationer behavior and the safety of Kansas communities;
- Discuss with stakeholders the value of employing risk reduction and evidence based practices in enhancing public safety;
- Provide information on specific strategies to address probationer behavior in a manner that may reduce risk, increase the successful completion of supervision, and support re-integration into the family and community;
- Provide an opportunity to ensure that risk reduction and evidence based practices are reflected in the strategies adopted by community corrections agencies under the SB14 RRI; and,
- Provide an opportunity for an agency specific risk reduction planning team to work with a facilitator to develop a list of recommendations regarding agency specific policy and/or practice and develop (or revise) the agency's action plan to advance the agency's efforts in increasing

public safety, reducing probationer risk to re-offend, and enhancing successful probationer outcomes.

Through the conferences, the directors and stakeholders were provided information on the philosophy of risk reduction and the potential impact that operating in accord with this philosophy may have on increasing public safety, reducing the risk of probationers on community corrections supervision, and increasing the percentage of probationers successfully completing supervision. Collaboration will continue to be essential as agencies across the state go forward in implementing and strengthening evidence based practices as part of their local risk reduction initiative.

### **SB14 RRI - The Next Steps: Statewide Risk Reduction Education and Targeted Skill Development**

Another element of KDOC's application to the JEHT Foundation under the Promoting Successful Community Supervision Outcomes project was a request for statewide risk reduction education training workshops for community corrections supervisory and case management staff. The purpose of this training is to enhance the proficiency of staff statewide in evidence based practices. Planning for these events is currently underway.

Subsequent to the initiatives outlined above which were designed to build an infrastructure for change, targeted skill development will begin (See Timeline in Attachment D). The three skill building initiatives that will be provided to case management staff statewide beginning in FY 2008 include:

- Advanced Communication and Motivational Strategies (ACMS)
  - Provides officers with an awareness of the stages of behavior change and the tools to assess probationer motivation to change and either reduce resistance to change or reinforce commitment to change.
- Cognitive Behavioral Intervention Tools Training
  - Provides officers with a working knowledge of the Thinking for a Change curriculum so that they can support the treatment experiences of probationers.
- Case Plan Training
  - Provides officers with training and practice in working with probationers to collaboratively develop an LSI-R<sup>®</sup> data based case plan to be used as a case management tool.

In addition to the above discussed assistance and training, KDOC anticipates receiving technical assistance from NIC in developing training for supervisors working in the field. The technical

assistance is anticipated to aid KDOC in identifying needs, designing, and developing training. KDOC, in conjunction with NIC, will strive to put forth training in supportive supervision, providing field supervisors with education in coaching and mentoring staff, and assessing critical knowledge and skill bases.

KDOC has built capacity within the department in order to meet the oversight requirements of the SB14 RRI, outlined in SB14, and increase the amount of technical assistance that can be provided to local agencies in designing, implementing, and monitoring the local RRI. As of December 2007, the KDOC Community Corrections Services Division team which originally consisted of the Director, a State Auditor II, and two Program Consultant II positions, has added seven new team members. The positions added include an Accountant II, an Administrative Specialist, two Community Corrections Skill Developers, two Program Consultant II positions, and a Research Analyst III.

- The Accountant II position assists in the distribution, monitoring, and auditing of grant funds; provides training and technical assistance to local agencies in fiscal policy and procedure; assists in the preparation of audit reports, reports to the Secretary, and presentations to the legislature; and responds to outside inquiries concerning Community Corrections agencies.
- The Administrative Specialist position provides clerical support services to Community Corrections Services Division staff, coordinates events, and serves as the center of contact for information sharing between KDOC and local Community Corrections agencies.
- The Community Corrections Skill Developer positions research, develop and deliver risk reduction focused training, and other needed training curricula, to Community Corrections agency staff; work with Intensive Supervision Officers (ISOs), and supervisors of ISOs, in skill application, quality control, coaching and mentoring; and assist in continually evaluating and updating curriculum, including developing additional modules which are identified as necessary for the ongoing enhancement of supervision within community corrections agencies.
- The Program Consultant II positions provide oversight, technical assistance, and training to the local agencies; assist in the preparation of audit reports, reports to the Secretary, and presentations to the legislature; and respond to outside inquiries concerning Community Corrections agencies.
- The Research Analyst III position assists in the development of specific accountability systems for monitoring and tracking the utilization of Community Corrections grant funds, evaluating the

effectiveness in utilization of grant funds, and evaluating the effectiveness of local and statewide program design and service delivery. This position also assists local community corrections agencies in their program evaluation efforts, and assists in the preparation of ad hoc reports and a yearly report which describes in detail the number of programs/agencies receiving grant funding, the provisions of each agency/program, and the each agency/program's success at meeting stated goals and objectives.

### **Fiscal Year (FY) 2006 Community Corrections Revocation Data and FY 2008 Revocation Goals**

The chart on page 12 provides information on the number of probationer files closed in FY 2006 and the rates of revocation by reason. Reasons for closure include revocation for condition violation, revocation for new misdemeanor, revocation for new felony, successful closure, unsuccessful closure, death, and probationers not being sentenced to community corrections. Revocation reasons are shown as a percentage of the number of closed files by agency and statewide. Additionally, the columns in orange represent the number of total revocation closures in FY 2006 and the maximum number of revocation closures (by agency and statewide) targeted to meet the SB14 goal of a 20% reduction in revocation rate for FY 2008.

The data presented by agency is unduplicated, meaning that each probationer within the agency is only counted once. However, probationers may be counted in more than one agency if a probationer has cases in multiple jurisdictions. The data at the statewide level is unduplicated, meaning that even if a probationer had files closed in more than one agency the probationer is counted only once in the statewide total. The yellow highlights in the body of the chart indicate that an agency is above the statewide number or rate in a category.

**Number and Percentage of Community Corrections Offender Files Closed in FY 2006  
by Agency, Reason for Closure, and Revocation Goal for FY 2008**

<i>Community Corrections Agency</i>	<i>Offender Files Closed FY 2006</i>		<i>Revocation - Condition FY 2006</i>		<i>% Closures FY 2006</i>		<i>Revocation - New Felony FY 2006</i>		<i>% Closures FY 2006</i>		<i>Revocation - New Misdemeanor FY 2006</i>		<i>% Closures FY 2006</i>		<i>Total # Revocation Closures FY 2006</i>		<i>% Revocation Closures FY 2006</i>		<i>Maximum Number of Revocations to Meet Goal of 20% Reduction in FY 2008</i>		<i>Successful FY 2006</i>		<i>% Closures FY 2006</i>		<i>Unsuccessful FY 2006</i>		<i>% Closures FY 2006</i>		<i>Other (Death/Not Sentenced to CC) FY 2006</i>		<i>% Closures FY 2006</i>	
2nd District	50	3	6.0%	3	6.0%	0	0.0%	6	12.0%	5	37	74.0%	3	6.0%	4	8.0%																
4th District	145	38	26.2%	7	4.8%	6	4.1%	51	35.2%	41	79	54.5%	14	9.7%	1	0.7%																
5th District	146	39	26.7%	5	3.4%	4	2.7%	48	32.9%	38	86	58.9%	11	7.5%	1	0.7%																
6th District	86	26	30.2%	11	12.8%	1	1.2%	38	44.2%	30	37	43.0%	5	5.8%	6	7.0%																
8th District	188	51	27.1%	11	5.9%	2	1.1%	64	34.0%	51	85	45.2%	38	20.2%	1	0.5%																
11th District	107	28	26.2%	7	6.5%	2	1.9%	37	34.6%	30	61	57.0%	4	3.7%	5	4.7%																
12th District	31	10	32.3%	0	0.0%	0	0.0%	10	32.3%	8	19	61.3%	1	3.2%	1	3.2%																
13th District	82	27	32.9%	4	4.9%	3	3.7%	34	41.5%	27	39	47.6%	5	6.1%	4	4.9%																
22nd District	61	11	18.0%	1	1.6%	2	3.3%	14	23.0%	11	38	62.3%	8	13.1%	1	1.6%																
24th District	37	7	18.9%	0	0.0%	1	2.7%	8	21.6%	6	24	64.9%	4	10.8%	1	2.7%																
25th District	139	33	23.7%	9	6.5%	4	2.9%	46	33.1%	37	81	58.3%	7	5.0%	5	3.6%																
28th District	206	62	30.1%	19	9.2%	9	4.4%	90	43.7%	72	94	45.6%	18	8.7%	4	1.9%																
31st District	93	23	24.7%	7	7.5%	1	1.1%	31	33.3%	25	53	57.0%	6	6.5%	3	3.2%																
Atchison County	38	13	34.2%	2	5.3%	1	2.6%	16	42.1%	13	11	28.9%	5	13.2%	6	15.8%																
Central Kansas	80	16	20.0%	4	5.0%	0	0.0%	20	25.0%	16	47	58.8%	9	11.3%	4	5.0%																
Cimarron Basin	104	15	14.4%	9	8.7%	0	0.0%	24	23.1%	19	39	37.5%	37	35.6%	4	3.8%																
Cowley County	82	17	20.7%	3	3.7%	0	0.0%	20	24.4%	16	39	47.6%	15	18.3%	8	9.8%																
Douglas County	164	42	25.6%	2	1.2%	2	1.2%	46	28.0%	37	100	61.0%	14	8.5%	4	2.4%																
Harvey/McPherson County	121	32	26.4%	0	0.0%	1	0.8%	33	27.3%	26	58	47.9%	20	16.5%	10	8.3%																
Johnson County	580	154	26.6%	44	7.6%	20	3.4%	218	37.6%	174	295	50.9%	31	5.3%	36	6.2%																
Leavenworth County	56	19	33.9%	4	7.1%	0	0.0%	23	41.1%	18	17	30.4%	13	23.2%	3	5.4%																
Montgomery County	68	15	22.1%	8	11.8%	4	5.9%	27	39.7%	22	36	52.9%	1	1.5%	4	5.9%																
Northwest Kansas	117	19	16.2%	1	0.9%	1	0.9%	21	17.9%	17	88	75.2%	2	1.7%	6	5.1%																
Reno County	186	62	33.3%	7	3.8%	0	0.0%	69	37.1%	55	84	45.2%	27	14.5%	6	3.2%																
Riley County	99	19	19.2%	7	7.1%	2	2.0%	28	28.3%	22	47	47.5%	22	22.2%	2	2.0%																
Santa Fe Trail	95	41	43.2%	1	1.1%	0	0.0%	42	44.2%	34	25	26.3%	25	26.3%	3	3.2%																
Sedgwick County	1018	455	44.7%	76	7.5%	38	3.7%	569	55.9%	455	387	38.0%	22	2.2%	40	3.9%																
Shawnee County	271	78	28.8%	8	3.0%	3	1.1%	89	32.8%	71	159	58.7%	16	5.9%	7	2.6%																
South Central Kansas	65	8	12.3%	4	6.2%	1	1.5%	13	20.0%	10	48	73.8%	2	3.1%	2	3.1%																
Sumner County	43	21	48.8%	3	7.0%	0	0.0%	24	55.8%	19	12	27.9%	6	14.0%	1	2.3%																
Unified Government	465	241	51.8%	10	2.2%	0	0.0%	251	54.0%	201	83	17.8%	120	25.8%	11	2.4%																
Statewide	4912	1597	32.5%	269	5.5%	105	2.1%	1971	40.1%	1577	2255	45.9%	500	10.2%	186	3.8%																

**Kansas Department of Corrections**  
Community Corrections Services



**Senate Bill 14 Risk Reduction Initiative (RRI)**  
**FY 2008 Competitive Grant Announcement**

The Kansas Department of Corrections is pleased to announce that it is seeking applications for funding under the Senate Bill 14 Risk Reduction Initiative. Funding obtained under this initiative will serve to support local agencies in increasing public safety, reducing the risk of probationers on Community Corrections Supervision, and increasing the percentage of probationers successfully completing Community Corrections Supervision.

**Eligibility**

*Any Community Corrections Agency is eligible to apply for SB 14 funding to increase probationer success and decrease revocation rates. Funding will be distributed based on the following priorities:*

- Agencies in which the rate of condition revocation is significantly higher than the statewide average.
- Agencies that are striving to reduce their rate of revocation by a percentage greater than the 20% required reduction.
- Agencies that target the successful reentry of probationers that are considered medium or high risk for revocation as measured by the Level of Service Inventory – Revised<sup>®</sup> (LSI-R<sup>®</sup>).

**Application Deadline**

All applications are due by 5:00pm on October 1, 2007. Completed applications should be emailed to Kathleen Graves at KathleenG@kdoc.dc.state.ks.us, and a hardcopy, along with completed signatory pages and letters of support, should be mailed to the following address with attention to Kathleen Graves, and received by the same date.

Kansas Department of Corrections  
Attn: Kathleen Graves  
900 SW Jackson St., 4<sup>th</sup> Floor  
Topeka, KS 66612

**Contact Information**

For assistance with the requirements of this funding opportunity, please contact:

Kathleen Graves	785-296-4538
Vickie Brungardt	785-296-6077
Tina Waldron	785-296-0890
Ron McVeigh	785-296-2942

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## **Initiative Information**

### **Overview of the Senate Bill 14 Risk Reduction Initiative (SB14 RRI)**

#### *Initiative Mission/Goals*

The SB14 RRI has three main goals which include increasing public safety, reducing the risk level of probationers on Community Corrections Supervision, and increasing the percentage of probationers successfully completing Community Corrections Supervision. In order to meet these ambitious, but attainable, goals Kansas Community Corrections agencies must commit to operating in accordance with the philosophy of risk reduction, and actively working to develop programming, services, and other resources to comprise a system supportive of this new way of doing business.

Successful completion of probation is defined as probationers not being revoked to the custody of the Kansas Department of Corrections (KDOC) due to the violation of a condition of probation or conviction of a new misdemeanor or felony. To meet the goal of increasing probationer success, an agency must evidence a decrease, by at least 20%, in the number of probationers being revoked to the custody of KDOC based on FY 2006 as the baseline data.

#### *Collaborative Efforts*

Meeting the goals set forth by SB 14 will be a dynamic collaborative effort between KDOC, national partners with expertise in risk reduction and reentry, local Community Corrections agencies, and local communities. Obtaining funding under this initiative will require a commitment on the part of the local Community Corrections agency to bring key stakeholders, including judges, to the table to engage in a planning process, to gather and analyze data on the local probationer population and local resources, to examine agency policies and procedures, to engage in agency self examination with the purpose of identifying change opportunities, to develop and implement evidence based practices, to strategize how to most effectively implement these practices, and to monitor the local impact of new practices.

KDOC and national partners plan to assist in the building of an infrastructure for change by providing risk reduction education for local stakeholders, executives, and case management staff through the provision of workshops and targeted skill development initiatives. Skill development initiatives will include, but not be limited to, training in communication and motivational interviewing skills, techniques for supporting treatment gains, cognitive skill use, and case plan development. Additionally, KDOC will actively work with local agencies to address the safety concerns of the community through increasing probationer success.

### Eligibility

*Any Community Corrections Agency is eligible to apply for SB 14 funding to increase probationer success and decrease revocation rates. Funding will be distributed based on the following priorities:*

- Agencies in which the rate of condition revocation is significantly higher than the statewide average.
- Agencies that are striving to reduce their rate of revocation by a percentage greater than the 20% required reduction.
- Agencies that target the successful reentry of probationers that are considered medium or high risk for revocation as measured by the LSI-R<sup>®</sup>.

### Application Deadline

All applications are due by 5:00pm on October 1, 2007. Completed applications should be emailed to Kathleen Graves at KathleenG@kdoc.dc.state.ks.us; and a hardcopy, along with completed signatory pages and letters of support, should be mailed to the following address with attention to Kathleen Graves, and received by the same date.

Kansas Department of Corrections  
Attn: Kathleen Graves  
900 SW Jackson St., 4<sup>th</sup> Floor  
Topeka, KS 66612

### SB14 Risk Reduction Initiative Review Process

In order to be considered for funding, a complete application packet must be submitted. ***Incomplete applications will not be considered for funding.*** All applications will be reviewed according to the point priorities outlined below. The review process will evaluate the degree to which the plan presented in each application strives to achieve the goals of SB14 and the degree to which each meets the requirements described in this announcement. The Director of Community Corrections Services will make award recommendations to the Secretary of Corrections based on the review. The Secretary of Corrections will make final award determinations. Please note that all awards are subject to the availability of appropriated funds.

***Attached please find two tables illustrating the average daily population and revocation rate of each Community Corrections Agency across the state of Kansas ordered from highest to lowest. If the agency request is disproportionate to the size of the offender population and/or the FY 2006 revocation rate, the application packet must include an explanation for the disproportionate request in the budget narrative.***

## **Senate Bill 14 Risk Reduction Initiative (RRI) Application Process\***

*\* In the application document, please ensure that each of the requirements below is clearly addressed, and that it is clear in the narrative where each requirement is met. **Please incorporate the headings utilized below to clearly demarcate each section of the application document.***

### **Agency Identification Information**

All applications must include full contact information for the Community Corrections Agency Director and for the individual who will serve as the primary local contact for this application process if that person is not the Director. Contact information must include: primary mailing address, phone number(s), fax number(s), and email address(es).

### **RRI Narrative (50 points)**

#### **1. Abstract (5 points)**

- a. In no more than one page, identify the problem to be addressed and describe the major aspects of the proposed plan with the exception of the budget. The abstract can be considered a brief advertisement for your proposal which summarizes the RRI narrative.

#### **2. Need Statement (20 points)**

##### *a. Statement of the Problem*

- Describe the problems related to probationers successfully completing probation.
- Utilizing LSI-R<sup>®</sup> data describe the prominent common areas of risk and need in the agency probationer population as a whole, and in the population of probationers revoked for condition violation and/or new charges in FY2006.
- Describe any significant differences between the probation population as a whole and those that are revoked.
- Describe the population that will be targeted for risk reduction.

##### *b. Current Practice*

- Summarize the agency's assessment and supervision process.
- Discuss the agency's current policy and procedure in responding to the risk and need areas identified in the statement of the problem.
- Outline any criteria utilized to differentiate probationer service level based on the results of the LSI-R<sup>®</sup>.

##### *c. Current Resources*

- Discuss the current resources that the agency has available in responding to the risk and need areas identified in the statement of the problem.
- Describe the methods utilized to refer probationers to appropriate resources to address their areas of risk and need.

d. *Evidence Based Practices*

- According to an article developed cooperatively by the National Institute of Corrections and the Crime and Justice Institute titled *Implementing Evidence Based Practices in Community Corrections: The Principles of Effective Intervention*, evidence based practice typically incorporates a number of principles, including:
  1. Assessing actuarial risk/need.
  2. Enhancing intrinsic motivation.
  3. Targeting interventions (risk, need, responsivity, dosage and treatment).
  4. Skill training with directed practice (including the use cognitive behavioral treatment methods).
  5. Increasing positive reinforcement.
  6. Engaging ongoing support in natural communities.
  7. Measuring relevant processes/practices.
  8. Providing measurement feedback.
- Discuss how your agency currently applies these principles to your assessment and supervision process. Use the article and above defined principles as a framework for your discussion, however, please ensure that the narrative specifically addresses the application of these principles to your agency processes.
- Identify those principles not included in your current approach to assessment and supervision monitoring and evaluation.

e. *Gaps Between Current and Evidence Based Practices*

- Identify and prioritize the gaps between the agency's current practices, procedures, and available resources used to address the risk and need areas identified in the statement of the problem, and the practices, procedures and resources supported by research that the agency is targeting for implementation.

3. ***Program Strategy and Design (25 points)***

a. *Risk Reduction Initiative Plan:* Describe the proposed plan to implement and sustain the critical elements of a strategy to close the gaps identified in 2e above. This plan should describe how the agency, along with community stakeholders and partners, will bring current practice, procedure, and resource availability into line with the practices, procedures, and resources targeted for implementation. Indicate how the plan will be developed and executed.

- All proposals submitted for consideration must include a strategy for increasing the number of probationers successfully completing Community Corrections Supervision in the agency submitting the application in one of the following three ways:
  - Establishing a plan to reduce the revocation rate for probationers on Community Corrections Supervision by at least 20% from each program's FY 2006 revocation rate.

- Establishing a plan to reduce the revocation rate a percentage greater than the 20% minimum established to receive grant funding.
- Establishing a plan to target successful reentry of probationers who are considered medium or high risk for revocation. Progress toward goals in this arena must be measured in part by rates of successful completion and/or revocation.
- All proposals submitted for consideration must target services to probationers who are medium to high risk according to the LSI-R<sup>®</sup> assessment.
- All proposals must include evidence based interventions, services, and supervision methods to facilitate probationer successful completion of Community Corrections Supervision in the agency submitting the application, thus reducing revocations. Provision of such services will be in accordance with the responsivity principle and may include, but will not be limited to:
  - Building problem solving, self management, and coping skills.
  - Reducing association with criminals and enhancing contact with pro-social associates.
  - Enhancing performance rewards for school and work.
  - Family and/or marital services to reduce conflict, build positive relationships, and improve communication.
  - Employment training and placement.
  - Educational assistance.
  - Transportation assistance.
  - Housing assistance.
  - Substance abuse services.
- The following methods for risk reduction and facilitation of probationer successful reintegration into community and family should be considered in application development. Consideration, however, need not be limited to the listed methods.
  - Reduction and specialization of Intensive Supervision Officer (ISO) caseloads.
  - Utilization of an intermediate sanctions community supervision model.
  - Provision of staff training and skill development, approved by the Secretary of Corrections, for officers in risk reduction and intervention.
  - Utilization of treatment options, including but not limited to, substance abuse treatment, mental health treatment, and cognitive behavioral programs. If there is a potential need for treatment, probationers should be referred to the appropriate agency for further assessment and evaluation of treatment needs.
  - Utilization of gang intervention strategies.

- b. *Consistent and Comprehensive Policy Development:* All proposals must include a statement of willingness to actively plan for implementing the consistent set of statewide policies, developed through a collaborative process with KDOC stakeholders, national partners, and local stakeholders, to help guide the supervision and revocation process of probationers on Community Corrections Supervision.
- c. *Letters of Support:* Include with all application packets letters of support from Chief Judge(s), signatory approvers, and community partners indicating that the agency has discussed the local risk reduction effort with them in an effort to work collaboratively to reduce probationer risk.
  - Ensure that each letter includes a discussion of specifically what role the writer will play in supporting the local SB14 RRI.

### **RRI Management and Organizational Capabilities (20 points)**

Implementation of a successful risk reduction initiative requires active collaboration among partners. As stated earlier, obtaining funding under the SB14 RRI requires a commitment on the part of the local Community Corrections agency to the process of planning, implementing, evaluating, and sustaining a local risk reduction effort. One critically important component of this process is identifying and engaging new and existing partners, community stakeholders, judges, and advisory board members to work collaboratively in this endeavor. The management and organizational structure, internal and external to the agency, must include the staff and resources necessary to implement the plan described in the program narrative.

1. Describe the advisory board, local and state partners, community stakeholders, and other active participants that your agency will collaborate with in order to plan, implement, evaluate, and sustain a local risk reduction initiative. Who will be on the team that your agency develops to support this effort?
  - a. Describe the role of each partner in the local risk reduction initiative.
  - b. Demonstrate the capacity of the advisory board, partners, stakeholders, and other participants, to plan for, implement, evaluate, and sustain this initiative.
2. Describe the management structure and staffing of the initiative. How will the team that your agency develops support this effort?
  - a. In a few paragraphs identify the person or entity responsible for each component of the local risk reduction initiative.
  - b. Graphically represent this structure in an organizational structure chart.

### **RRI Monitoring and Evaluation (20 points)**

Monitoring and evaluation of the local risk reduction initiative with the purpose of determining success, and implementing changes where necessary, is a key component to successful local 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 funded under the SB14 RRI. Continued funding will be contingent on documented local progress. ***Please note that the applicant must explicitly state in this section that the agency agrees to provide complete and accurate data to KDOC regarding the initiative.*** On a quarterly

basis, awardees will be required to submit a document describing the progress of the local initiative. This report must include the agency revocation rate according to the TOADS Court Case Sentencing Activity Report, and updates on the progress toward stated goals and objectives. The format of these reports will be determined in conjunction with awardees and will be due to KDOC on a date determined by the Secretary of Corrections.

1. Describe how the team that your agency develops to support the local risk reduction initiative (described in the Management and Organizational Capabilities section) will monitor the planning, implementation, and operation of the plan described in this application. At minimum, please describe:
  - a. How often reviews will be conducted, and what the focus of the review will be.
  - b. Who is responsible for conducting the review (e.g., advisory board, advisory board sub-committee, community panel, etc.).
  - c. How requests for corrective action will be addressed/responded to.
  - d. How the outcome of the reviews will be documented and distributed.
2. Describe the process for assessing the initiative's effectiveness. How will the performance of the planned initiative be documented, monitored, and evaluated.
  - a. Identify goals and objectives for the planning and implementation phases of the local risk reduction initiative.
  - b. Identify outcomes (goals and objectives) that will allow for the evaluation of the impact of the initiative once implemented.
  - c. All proposals must include a goal to increase probationer success and reduce revocation rates with an objective that specifies that the agency will work toward at least a 20% reduction in the agency's FY 2006 revocation rate.
3. Describe the data and information that will be collected.
  - a. Ensure that for each stated objective at least one data point is identified for the evaluation of the degree to which it has been met.
    - Describe where the data are located and how it will be collected and reported out.
4. The recommended structure for reporting goals, objectives and evaluation components is as follows:
  - Goal 1
    - Objective 1
      - Evaluation Component
      - Evaluation Component
    - Objective 2
      - Evaluation Component
      - Evaluation Component
  - Goal 2
    - Objective 1
      - Evaluation Component
      - Evaluation Component
    - Objective 2
      - Evaluation Component
      - Evaluation Component

5. Describe how the agency will utilize the results of the evaluation to enhance the performance and sustainability of the initiative.
  - a. Discuss how the agency will utilize the data to inform modifications to the initiative to enhance performance.
  - b. Discuss how the agency will use the data to seek fiscal support for the initiative in future grant application processes (KDOC and other grant funding sources).

### **RRI Budget Documentation (10 points)**

The SB14 RRI Application Packet must include a complete budget summary and budget narrative. Instructions for budget completion are discussed below. Budget workbooks and example budget narratives will be emailed to all potential applicants in an Excel document.

In planning the SB14 RRI budget, please remember to set aside funds to cover travel, accommodations and per diem for upcoming training initiatives. If you plan to submit staff members for consideration to be trained as trainers, please set aside funding to support travel accommodations and per diem for training of trainer events as well.

#### *Required Budget Documents*

1. *Budget Summary:* An itemized rundown, organized in specific budget categories, of anticipated expenditures related to the SB14 RRI for the upcoming fiscal year. Forms supplied by KDOC shall be used for this purpose.
2. *Budget Narrative:* A detailed explanation and justification of expenditures contained in the Budget Summary. Although a form is not provided for this purpose, a sample Budget Narrative, demonstrating the level of detail required, can be found in the excel document provided.

Please note that if offenders are told that they must repay a fee to the agency at a later date, such payment by the offender constitutes an offender reimbursement. ***Offender reimbursements should be tracked through the customary process in the Community Corrections Fiscal Workbooks.***

#### *Review/Approval Process*

- Budget Summaries and Narratives will be reviewed along with the grant application and will not be considered if incomplete.
- KDOC staff will enter approved budget amounts into FY 2008 SB14 RRI Fiscal Workbooks.

#### *General Guidelines*

- Staff salary and benefit expenditures shall include any increases anticipated in FY 2008.
- Always indicate in the budget narrative what percentage benefits are to salary, and if the percentage differs from staff to staff, explain the reason for the variance.

- Costs should be fairly apportioned between ADM, AISP and RES. For example, a deputy director or ISO II who has administrative duties and carries a caseload should have his salary apportioned between ADM and AISP (See lines 13 and 169 on the sample budget narrative).
- AISP and RES “Contractual and Other Services” Line Item Examples
  - *Substance Abuse Evaluations*: Agency expenditures for drug and alcohol assessments. The budget narrative shall indicate the number of assessments to be provided and the cost for each (See lines 385 through 386 on the sample budget narrative).
  - *Substance Abuse Treatment*: Agency expenditures for drug and alcohol education and treatment including, but not limited to, inpatient treatment, outpatient counseling and aftercare. The budget narrative shall itemize the type of substance abuse education or treatment to be provided, the number of hours of education/treatment provided, the number of offenders to be served, the cost per session, and the licensure/certification of the education/treatment provider (See lines 388 through 391 on the sample budget narrative).
  - *Mental Health Evaluations*: Agency expenditures for mental health assessments and/or evaluations. The budget narrative shall indicate the number of assessments to be provided and the cost for each. (See lines 395 through 396 on the sample budget narrative).
  - *Mental Health Treatment*: Agency expenditures for mental health education and treatment, including, but not limited to, anger/conflict management, cognitive, and domestic violence behavior modification. The budget narrative shall itemize the type of mental health education or treatment provided, the number of hours of education/treatment provided, the number of offenders to be served, the cost per session, and the licensure of the education/treatment provider.
  - *Sex Offender Evaluations*: Agency expenditures for sex offender assessments. The budget narrative shall indicate the number of assessments to be provided and the cost for each. Expenditures for physiological tools (e.g., deviant interest measures, polygraph) administered as part of a sex offender evaluation shall be included here.
  - *Sex Offender Treatment*: Agency expenditures for sex offender education and treatment. The budget narrative shall indicate the number of hours of education or treatment provided, the number of offenders to be served, the cost per session, and the licensure of the treatment/education provider. Expenditures for physiological tools (e.g., deviant interest measures, polygraph) administered as part of a sex offender treatment program shall be included here.
  - *Life Skills Instruction*: Agency expenditures for life skills programs/interventions that include, but are not limited to, assisting the offender in setting goals, developing personal and career skills, exploring career options, enhancing communication skills, and/or acquiring related "real life" skills such as budgeting and financial literacy, parenting, and/or nutrition. The budget narrative shall indicate the type of service provided the number of hours of instruction provided, the number of offenders to be served, and the cost per session.
  - *Academic Education Services*: Agency expenditures for classes or counseling directed at improving an offender’s ability to read, write and perform

mathematical computations. Programs/interventions may include, but will not be limited to, literacy classes, basic education classes, GED preparation classes, and GED exams. The budget narrative must indicate the type of services provided, the number of hours of instruction provided, the number of offenders to be served, and the cost per session (See lines 413 through 414 on the sample budget narrative).

- *Vocational Education Services:* Agency expenditures for career and technical education for offenders designed to prepare offenders for employment as skilled or semiskilled workers and technicians in recognized occupations. The budget narrative must indicate the type of services provided, the number of hours of instruction provided, the number of offenders to be served, and the cost per session.
- *Transportation Assistance:* Agency expenditures for bus tokens, vouchers for taxi cab rides, and/or gasoline in order to ensure an offender's attendance at required meetings, programs or services. The budget narrative must indicate the type of assistance provided, the number of tokens/vouchers provided, the number of offenders to be served, and the cost for each token/voucher (See lines 419 through 420 on the sample budget narrative).
- *Housing Assistance:* Agency expenditures for temporary/emergency lodging of indigent offenders. The budget narrative shall indicate the type of assistance provided, the number of days lodging provided, the number of offenders to be served, and the cost for each days lodging.
- *Workers Compensation:* Agency expenditures for insurance for offenders (and/or community service work coordinators) assisting in the completion of community service work projects. Include insurance benefits for employees in personnel benefits.
- *Structured Housing Placements:* Agency expenditures for offender residency in a community corrections residential center, Mirror facility, halfway house, or other controlled living environment. The budget narrative must indicate the type of placement, the number of days of placement, the number of offenders to be placed, and the cost of each day of placement.

### *Budget Amendments*

KDOC must be notified of any amendment to SB14 Risk Reduction budget documents.

- Notify KDOC of amendments totaling less than \$5,000 via a quarterly fiscal report and in the CHANGES column in the fiscal workbook.
- Notify KDOC of amendments totaling \$5,000 or more via a letter to Kathleen Graves indicating the amount of and the justification for the amendment. Written authorization by the advisory board and county commission must accompany this notification. Once the required approvals are obtained and notifications are made, the amendments must be noted in the quarterly fiscal report and entered into the CHANGES column of the fiscal workbook.

## RRI Signatory Approval Process

The SB14 RRI requires the signatory approval of the Director, Advisory Board/Governing Authority Chairperson, County Commission Chairperson (of the Host County) and Chairperson of each cooperating county (multi-county agencies).

- The Host County is the county that retains all authority for the receipt and expenditure of grant funds. The Board of County Commissioners authorizes approval of the comprehensive plan, oversees agency operations, retains authority to hire and terminate the employment of the agency director, and governs personnel matters in most instances. In some agencies, however, the Host County only serves as the receiver of grant funds and the authority for other critical operations rest with a body independent of the Board of County Commissioners.
- The signature of the Director, Advisory/Governing Board Chairperson, and Chairperson for the Board of County Commissioners for the Host County shall accompany each application. Multi-county agencies shall obtain the signatory approval of the chairperson of each cooperating county.

Multi-county agencies shall obtain the signature of the County Commission Chairperson of EACH county, unless either of the following is true:

- The counties have entered into an Interlocal Agreement that specifically states that the host county commission chairperson can sign for all counties. If so, only the signature of the host county commission chairperson is necessary.
- The counties have entered into an Interlocal Agreement that bestows the counties' governing authority onto the community corrections advisory board. If so, no county commission chairperson signature is required.

Single-county agencies shall obtain the signature of the County Commission Chairperson, unless the county has issued a resolution that gives the county's governing authority to the Community Corrections Advisory Board.

## 2008 Senate Bill 14 Risk Reduction Initiative Packet Signatory Approval Forms

**Agency Name:****Agency Director:****Grant Period:** November, 2007 - June 30, 2008

My signature certifies that I did assist in the development, completion, and review of the agency's Senate Bill 14 Risk Reduction Initiative Packet for FY 2008, attached hereto. I further certify that the documents comply with the written directions sent to me by the Department of Corrections, applicable statutes, and Kansas administrative regulations.

\_\_\_\_\_  
Director\_\_\_\_\_  
Date

My signature certifies that the Community Corrections Advisory/Governing Board actively participated in the development of the attached Senate Bill 14 Risk Reduction Initiative Packet for FY 2008. The Board reviewed the documents for accuracy, compliance with written instructions from the Department of Corrections, applicable statutes, and Kansas administrative regulations.

\_\_\_\_\_  
Advisory/Governing Board Chairperson\_\_\_\_\_  
Date

Address:  
Phone:  
Fax:  
E-Mail:

My signature certifies that the Board of County Commissioners has reviewed and approved the attached Senate Bill 14 Risk Reduction Initiative Packet for FY 2008 for submission to the Department of Corrections by October 1, 2007.

\_\_\_\_\_  
Board of County Commissioners Chairperson  
(Host County Only)\_\_\_\_\_  
Date

Address:  
Phone:  
Fax:  
E-Mail:

My signature certifies that the Board of County Commissioners has reviewed and approved the attached Senate Bill 14 Risk Reduction Initiative Packet for FY 2008 for submission to the Department of Corrections by October 1, 2007.

County: \_\_\_\_\_

\_\_\_\_\_  
Board of County Commissioners Chairperson

\_\_\_\_\_  
Date

County: \_\_\_\_\_

\_\_\_\_\_  
Board of County Commissioners Chairperson

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Date

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Board of County Commissioners Chairperson

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\_\_\_\_\_  
Board of County Commissioners Chairperson

\_\_\_\_\_  
Date

### RRI Application Packet Checklist

SB14 RRI Application Packets are due to KDOC by 5:00pm on October 1, 2007. ***Complete application packets will include the following materials:***

- \_\_\_ An application document which includes:
  - \_\_\_ Agency Identification Information
  - \_\_\_ The RRI Narrative
    - \_\_\_ Abstract
    - \_\_\_ Need Statement
      - \_\_\_ Statement of the problem
      - \_\_\_ Current practice
      - \_\_\_ Current resources
      - \_\_\_ Evidence based practice
      - \_\_\_ Gaps between current and evidence based practice
    - \_\_\_ Program Strategy and Design
      - \_\_\_ Risk reduction initiative plan
      - \_\_\_ Consistent and comprehensive policy development
      - \_\_\_ Letters of support from the following individuals/entities:
        - \_\_\_ Chief Judge(s)
        - \_\_\_ Signatory Approvers
        - \_\_\_ Community Partner(s)
  - \_\_\_ The RRI Management and Organizational Capabilities
    - \_\_\_ Advisory board, partners and stakeholders
    - \_\_\_ Management structure and staffing
  - \_\_\_ The RRI Monitoring and Evaluation
    - \_\_\_ Agreement to provide complete and accurate data regarding the SB14 RRI to KDOC
    - \_\_\_ Collaborative team involvement in monitoring the planning, implementation and operation of the plan
    - \_\_\_ Process for assessing the initiative's effectiveness
    - \_\_\_ Data and information to be collected
- \_\_\_ RRI Budget Documentation which includes:
  - \_\_\_ Budget Summary
  - \_\_\_ Budget Narrative
    - \_\_\_ Explanation for funding request disproportionate to the size of the agency population and/or revocation rate (if appropriate).
- \_\_\_ RRI Signatory Approval Documents indicating approval of the SB14 RRI application document and budget documentation.

**Proportion of Community Corrections Average Daily Population and Revocations  
By Agency**

Year to Date Average Daily Population (ADP) - May, 2007		
<i>Community Corrections Agency</i>	<i>ADP</i>	<i>% Statewide ADP</i>
Sedgwick County	1344.4	18.10%
Johnson County	837.2	11.27%
Unified Government	505.9	6.81%
Shawnee County	456.4	6.14%
28th District	370.2	4.98%
8th District	275.3	3.71%
11th District	218.6	2.94%
Reno County	217.6	2.93%
Harvey / McPherson Counties	215.3	2.90%
Douglas County	203.0	2.73%
4th District	199.3	2.68%
Riley County	182.6	2.46%
Central Kansas	182.0	2.45%
31st District	176.8	2.38%
25th District	165.2	2.22%
Cowley County	163.0	2.19%
Northwest Kansas	159.5	2.15%
13th District	159.2	2.14%
6th District	155.1	2.09%
Cimarron Basin	152.7	2.06%
Santa Fe Trail	151.4	2.04%
5th District	146.0	1.97%
Montgomery County	128.6	1.73%
South Central Kansas	114.2	1.54%
22nd District	100.1	1.35%
24th District	88.0	1.18%
2nd District	86.1	1.16%
Leavenworth County	80.5	1.08%
Sumner County	76.6	1.03%
Atchison County	68.7	0.92%
12th District	49.1	0.66%
Total	7428.6	100.00%

Fiscal Year 2006 Revocations		
<i>Community Corrections Agency</i>	<i>Revocations</i>	<i>% Statewide Revocations</i>
Sedgwick County	569.0	28.31%
Unified Government	251.0	12.49%
Johnson County	218.0	10.85%
28th District	90.0	4.48%
Shawnee County	89.0	4.43%
Reno County	69.0	3.43%
8th District	64.0	3.18%
4th District	51.0	2.54%
5th District	48.0	2.39%
Douglas County	46.0	2.29%
25th District	46.0	2.29%
Santa Fe Trail	42.0	2.09%
6th District	38.0	1.89%
11th District	37.0	1.84%
13th District	34.0	1.69%
Harvey / McPherson Counties	33.0	1.64%
31st District	31.0	1.54%
Riley County	28.0	1.39%
Montgomery County	27.0	1.34%
Cimarron Basin	24.0	1.19%
Sumner County	24.0	1.19%
Leavenworth County	23.0	1.14%
Northwest Kansas	21.0	1.04%
Central Kansas	20.0	1.00%
Cowley County	20.0	1.00%
Atchison County	16.0	0.80%
22nd District	14.0	0.70%
South Central Kansas	13.0	0.65%
12th District	10.0	0.50%
24th District	8.0	0.40%
2nd District	6.0	0.30%
Total	2010.0	100.00%

## Number and Percentage of Community Corrections Offenders Discharged in FY 2006 by Agency and Reason for Closure

CC Agency	Offenders Discharged	Rev. - Condition % Closures	Rev. - New Felony % Closures	Rev. - New Misdemeanor % Closures	Total # Revocation Closures	% Revocation Closures	Successful % Closures	Unsuccessful % Closures	Other (Death/Not Sentenced to CC) % Closures						
02D	50	3	6.0%	3	6.0%	6	12.0%	37	74.0%	3	6.0%	4	8.0%		
04D	145	38	26.2%	7	4.8%	6	4.1%	51	35.2%	79	54.5%	14	9.7%	1	0.7%
05D	146	39	26.7%	5	3.4%	4	2.7%	48	32.9%	86	58.9%	11	7.5%	1	0.7%
06D	86	26	30.2%	11	12.8%	1	1.2%	38	44.2%	37	43.0%	5	5.8%	6	7.0%
08D	188	51	27.1%	11	5.9%	2	1.1%	64	34.0%	85	45.2%	38	20.2%	1	0.5%
11D	107	28	26.2%	7	6.5%	2	1.9%	37	34.6%	61	57.0%	4	3.7%	5	4.7%
12D	31	10	32.3%					10	32.3%	19	61.3%	1	3.2%	1	3.2%
13D	82	27	32.9%	4	4.9%	3	3.7%	34	41.5%	39	47.6%	5	6.1%	4	4.9%
22D	61	11	18.0%	1	1.6%	2	3.3%	14	23.0%	38	62.3%	8	13.1%	1	1.6%
24D	37	7	18.9%			1	2.7%	8	21.6%	24	64.9%	4	10.8%	1	2.7%
25D	139	33	23.7%	9	6.5%	4	2.9%	46	33.1%	81	58.3%	7	5.0%	5	3.6%
28D	206	62	30.1%	19	9.2%	9	4.4%	90	43.7%	94	45.6%	18	8.7%	4	1.9%
31D	93	23	24.7%	7	7.5%	1	1.1%	31	33.3%	53	57.0%	6	6.5%	3	3.2%
AT	38	13	34.2%	2	5.3%	1	2.6%	16	42.1%	11	28.9%	5	13.2%	6	15.8%
CEK	80	16	20.0%	4	5.0%			20	25.0%	47	58.8%	9	11.3%	4	5.0%
CB	104	15	14.4%	9	8.7%			24	23.1%	39	37.5%	37	35.6%	4	3.8%
CL	82	17	20.7%	3	3.7%			20	24.4%	39	47.6%	15	18.3%	8	9.8%
DG	164	42	25.6%	2	1.2%	2	1.2%	46	28.0%	100	61.0%	14	8.5%	4	2.4%
HVMP	121	32	26.4%			1	0.8%	33	27.3%	58	47.9%	20	16.5%	10	8.3%
JO	580	154	26.6%	44	7.6%	20	3.4%	218	37.6%	295	50.9%	31	5.3%	36	6.2%
LV	56	19	33.9%	4	7.1%			23	41.1%	17	30.4%	13	23.2%	3	5.4%
MG	68	15	22.1%	8	11.8%	4	5.9%	27	39.7%	36	52.9%	1	1.5%	4	5.9%
NWK	117	19	16.2%	1	0.9%	1	0.9%	21	17.9%	88	75.2%	2	1.7%	6	5.1%
RN	186	62	33.3%	7	3.8%			69	37.1%	84	45.2%	27	14.5%	6	3.2%
RL	99	19	19.2%	7	7.1%	2	2.0%	28	28.3%	47	47.5%	22	22.2%	2	2.0%
SFT	95	41	43.2%	1	1.1%			42	44.2%	25	26.3%	25	26.3%	3	3.2%
SG	1018	455	44.7%	76	7.5%	38	3.7%	569	55.9%	387	38.0%	22	2.2%	40	3.9%
SN	271	78	28.8%	8	3.0%	3	1.1%	89	32.8%	159	58.7%	16	5.9%	7	2.6%
SCK	65	8	12.3%	4	6.2%	1	1.5%	13	20.0%	48	73.8%	2	3.1%	2	3.1%
SU	43	21	48.8%	3	7.0%			24	55.8%	12	27.9%	6	14.0%	1	2.3%
UG	465	241	51.8%	10	2.2%			251	54.0%	83	17.8%	120	25.8%	11	2.4%
State	4912	1597	32.5%	269	5.5%	105	2.1%	1971	40.1%	2255	45.9%	500	10.2%	186	3.8%

## Glossary

### Acronyms

**ACMS:** Advanced Communication and Motivational Strategies

**CEPP:** Center for Effective Public Policy

**CSG:** Council of State Governments

**JEHT:** Justice Equality Human dignity and Tolerance Foundation

**KDOC:** Kansas Department of Corrections

**LSI-R<sup>®</sup>:** Level of Service Inventory-Revised

**NIC:** National Institute of Corrections

**OWD:** Offender Workforce Development

**OWDS:** Offender Workforce Development Specialist

**RRI:** Risk Reduction Initiative

**TOADS:** Total Offender Activity Documentation System

### Offender File Closure Types

**Revoked Condition Violation:** A closure type utilized when probation is revoked by the court for technical violation(s) of ordered conditions, and the probationer is ordered to serve a prison term.

**Revoked New Misdemeanor:** A closure type utilized when probation is revoked by the court for conviction of a new misdemeanor while on supervision, and the probationer is ordered to serve a prison term.

**Revoked New Felony:** A closure type utilized when probation is revoked by the court for conviction of a new felony while on supervision, and the probationer is ordered to serve a prison term.

**Successful Closure:** A closure type utilized when a probationer file is considered successful in that the probationer is not revoked to the KDOC.

**Unsuccessful Closure:** A closure type utilized when a probationer unsuccessfully terminates supervision in a manner other than revocation to the KDOC, however, the court does not classify the case as successful.

**Death:** A closure type utilized when a probationer dies while on supervision.

**Offender Not Sentenced to Community Corrections:** A closure type utilized when a probationer who is supervised by community corrections in the pre-sentence phase (specific to Senate Bill 123 probationers) is not sentenced to community corrections; rather is released or a different sentence is imposed.

### **Risk Reduction and Case Management Terminology**

**Assessment:** A process by which relevant information is synthesized to establish the overall internal and external traits of the probationer to assist in the development of an individualized case management plan.

**Case Management:** Comprehensive approach to post-conviction supervision of probationers to reduce risk and support reintegration by; assessment, development and implementation of programs & interventions.

**Case Management Plan:** A specific & dynamic document/tool developed with the probationer based on assessment processes to track work & progress towards risk reduction & management of needs.

**Criminogenic Needs:** Dynamic factors of the probationer that, when changed, are associated with changes in the probability of recidivism.

**Dynamic Risk:** Risk factors that can change to either increase or decrease a probationer's potential for engaging in criminal behavior.

**Intervention:** Any strategy used to reduce risk/need areas and/or interrupt/redirect behavior.

**Need Principle:** Identifying and prioritizing interventions based upon criminogenic needs.

**Protective Factors:** Life events or experience that reduce or moderate the effect of exposure to risk factors.

**Reintegration:** The process by which a probationer merges back into society after conviction, as a pro-social, law abiding, and productive member of his/her community.

**Responsivity Principle:** Matching intervention strategies (External responsivity factors) to the learning style, ability, and readiness (Internal responsivity factors) of the probationer.

**Risk:** Potential of a probationer engaging in unlawful behavior.

**Risk Containment:** External control on probationers in response to behaviors so that the probationer is less likely to engage in criminal behavior (e.g., incarceration, GPS monitoring, curfew, etc.).

**Risk Factors:** Research based elements that increase the potential of a probationer to engage in criminal behavior.

**Risk Management:** A set of strategies that incorporates Risk Containment & Risk Reduction

**Risk Principle:** Identifying a probationer's level of risk, through an assessment process, and matching the type and intensity of intervention to the probationer's risk level.

**Risk Reduction:** Assisting probationers in developing & using internal controls to address dynamic risk and need area so that the probationer is less likely to engage in criminal behavior.

**Supervision:** Monitoring the behavior of a probationer utilizing Risk Management strategies.

## **Summary of the Provisions of Local Community Corrections Risk Reduction Initiative Program Strategy and Design**

### **2<sup>nd</sup> Judicial District and Shawnee County Community Corrections**

The 2<sup>nd</sup> Judicial District and Shawnee County Community Corrections will seek to reduce their fiscal year 2006 revocation rate by 20%. The agency will pursue the following risk reduction efforts:

- Focus on medium to high risk probationers as identified by the LSI-R<sup>®</sup>.
- Shawnee County and the 2<sup>nd</sup> Judicial District will address probationer risk and need through placement of probationers in a Day Reporting Center (DRC) through a contract agreement with Behavioral Interventions Inc. (BI). The risk and need areas addressed through this placement will include:
  - Problem solving, self-management and coping skills
  - Family and/or marital services to reduce conflict
  - Employment training and placement
  - Transportation assistance
  - Housing assistance
- Participate in KDOC sponsored training in the areas of risk reduction and interventions.

Currently in place:

- Use of intermediate sanctions.
- Referral of clients to substance abuse and mental health treatment through established relationships in both districts.
- Participation in the Topeka Gang Initiative to create a working collaboration with local Shawnee County law enforcement.

### **4<sup>th</sup> Judicial District Community Corrections**

The 4<sup>th</sup> Judicial District Community Corrections will seek to reduce their fiscal year 2006 revocation rate by 20%. The agency will pursue the following risk reduction efforts:

- Hire one new full-time Risk Reduction Specialist, duties to include, but not be limited to:
  - Facilitate an Offender Workforce Development Program (OWD) and cognitive education classes.
  - Develop community resource network.
  - Facilitate agency and district risk reduction team meetings.
  - Identify gaps in service.
  - Assist in developing referral processes, policy and procedure changes, sanctioning procedures, data collection and evaluation strategies, and probation conditions.
  - Participate in relevant training.
- Develop agency and district risk reduction teams to support the implementation of evidence based practices and risk reduction efforts.

- Provide staff training in:
  - LSI-R<sup>®</sup>
  - Advanced Communication and Motivational Strategies (ACMS)
  - Crossroads Cognitive Curricula
  - TOADS Information System
  - Case Plan training
- Train stakeholders in evidence based practices.
- Implement an Offender Workforce Development Program (OWD) in all four counties that the agency covers.
- Implement Crossroads cognitive education classes in all four counties that the agency covers.
- Develop and implement quality assurance mechanisms for staff performance of evidence based practices.
- Develop specialized caseloads when feasible (county based).
- Modify client reporting procedures pursuant to any updated KDOC standards.
  - Modification to include group reporting for low risk probationers.
- Update policies and procedures to accommodate risk reduction practices and support the evaluation of stated objectives.
- Investigate other initiatives that directly impact risk reduction (i.e., community resource development, targeted conditions of supervision, sanctions, volunteers, positive reinforcement/incentives, and financial assistance).

### **5<sup>th</sup> Judicial District Community Corrections**

The 5<sup>th</sup> Judicial District Community Corrections will seek to reduce their fiscal year 2006 revocation rate by 25%. The agency will pursue the following risk reduction efforts:

- Implement an Intake Officer position that will be responsible for stabilizing probationers at intake and designing supervision plans that target the most imperative criminogenic needs as identified by the LSI-R<sup>®</sup>.
- Implement a cognitive behavioral program to target high risk probationers, teach pro-social techniques and address problem solving, self-management and coping skills in a group setting.
- Implement an Offender Workforce Development Program (OWD) which will address the following areas of risk and need:
  - Performance rewards for work and school achievements
  - Employment training and placement
  - Education assistance
  - Transportation
  - Job search activities
- Implement a high risk specialized caseload to be supervised through a partnership between a Risk Reduction Specialist and a full time Deputy Sheriff.
  - This team will develop a supervision plan within the first 30 days of supervision that is directly tied to the high risk/need domains of each probationer.
- Hire a Probation Officer Assistant to assist the Risk Reduction Specialist with the Offender Workforce Development Program (OWD) and co-facilitate the cognitive behavioral groups.

### **6<sup>th</sup> Judicial District Community Corrections**

The 6<sup>th</sup> Judicial District Community Corrections will seek to reduce their fiscal year 2006 revocation rate by 20%. The agency will pursue the following risk reduction efforts:

- Provide staff training in:
  - Advanced Communication and Motivational Strategies (ACMS)
  - Offender Workforce Development (OWD)
  - Case Plan training
  - Cognitive Behavioral Intervention Tools
  - TOADS Information System
- Develop a specialized caseload to target and apply the most effective interventions to probationer risk and need.
- Complete an LSI-R<sup>®</sup> within the first 30 days of supervision.
  - Implementation of a tracking method.

### **8<sup>th</sup> Judicial District Community Corrections**

The 8<sup>th</sup> Judicial District Community Corrections will seek to reduce their fiscal year 2006 revocation rate by 20%. The agency will pursue the following risk reduction efforts:

- Provide staff training in:
  - The philosophy of evidence based practice
  - Advanced Communication and Motivational Strategies (ACMS)
  - Cultural diversity, Generational diversity, and Socio-Economic diversity
  - Cognitive Behavioral Intervention Tools
- Implement a Multi-Disciplinary team that will conduct a resource/needs assessment for each county within the district.
- Invite KDOC to speak with the Community Corrections Advisory Board and other community members about the direction of the department and the use of evidence based practices.
  - The purpose of this discussion is to enhance communication between the District Judges, Court Services Officers, County Attorneys, Defense Attorneys and Law Enforcement.
- Review, revise and implement policies and procedures on the supervision of probationers using evidence based practices.

### **11<sup>th</sup> Judicial District Community Corrections**

The 11<sup>th</sup> Judicial District Community Corrections will seek to reduce their fiscal year 2006 revocation rate by 20%. The agency will pursue the following risk reduction efforts:

- Focus on medium to high risk probationers, specifically those who are at this level of risk in the Employment/Education and/or Attitudes/Orientation domains of the LSI-R<sup>®</sup>.
- Promote an existing officer to a Program Specialist position to develop, implement, and facilitate cognitive behavioral and employment groups (collaboratively with the local Parole Office), and assist probationers in obtaining and maintaining employment.

- Provide Cognitive Behavioral Groups based on the Thinking for a Change cognitive program.
  - Target probationers who are medium to very high risk in the Attitudes/Orientation domain of the LSI-R<sup>®</sup>.
  - Utilize mentoring by bringing back successful group graduates to share their experiences.
  - Hold a graduation celebration upon group completion for probationers, their families, and significant others.
- Employment/Education Programming
  - Target probationers who are medium to very high risk in the Employment/Education domain of the LSI-R<sup>®</sup>, unemployed for at least 14 days or unemployed at the time of the LSI-R<sup>®</sup>, have a history of failed jobs or “job hopping,” and/or have an interest in seeking employment enhancement.
  - Components of programming
    - Pre-Employment Skills
    - Resume Building
    - Job Search
    - Life Skills
    - Job Placement Assistance
    - Job Retention Support

### **12<sup>th</sup> Judicial District Community Corrections**

The 12<sup>th</sup> Judicial District Community Corrections will seek to reduce their fiscal year 2006 revocation rate by 30%. The agency will pursue the following risk reduction efforts:

- Hire a new officer to supervise probationers.
- Hire a part-time Resource Officer to reach out to community stakeholders and resources for community service opportunities, to perform surveillance and random drug testing for probationers as part of the overall risk reduction plan, to supervise community service work, and model and reinforce appropriate behavior.
- Utilize weekly cognitive groups and individual therapy and/or family-marital referrals through the local mental health center to assist probationers in conflict reduction, positive relationship building, and improvement of communication skills.
- Partner with the Career Center at Cloud County Community College to train and employ probationers and to identify additional employment skill training needs.
- Partner with the Adult Basic Education program and the Educational Service Center of North Central Kansas to provide access to GED training / high school diploma completion.
- Provide staff training in:
  - Advanced Communication and Motivational Strategies (ACMS)
  - Cognitive Behavioral Intervention Tools
  - Case Plan training
  - The philosophy of evidence based practices
- Modify policy and procedures, including probationer contact practices, outside program service monitoring, and expectations of staff, to be in accord with evidence based practices.
- Develop a matrix of rewards and sanctions for consistent responses to probationer successes and violations based on existing research regarding bringing about change.

- Develop a matrix of rewards for staff to encourage the appropriate use of motivational interviewing techniques and other evidence based practices.
- Establish procedures to monitor staff use of evidence based practices.
  - Procedures will include quality assurance by the agency Director and the use of self evaluation tools by case management staff.
- Establish a team (including stakeholders) to monitor the progress of the program in implementing changes, and changing directions when progress is insufficient.
- Provide advance payment and/or utilize voucher money for the following probationer services:
  - Mental health and substance abuse evaluations, mental health treatment, cognitive group sessions, GED expenses, education fees, transportation assistance, food bank expenses, payroll subsidy, child care, workforce development, work supplies, clothing for job search, haircuts and personal hygiene fees.

### **13<sup>th</sup> Judicial District Community Corrections**

The 13<sup>th</sup> Judicial District Community Corrections will seek to reduce their fiscal year 2006 revocation rate by 20%. The agency will pursue the following risk reduction efforts:

- Hire one officer to facilitate the Thinking for a Change cognitive program and manage a caseload.
- Hire one Case Manager
  - Provide transportation to and from treatment, appointments and employment.
- Develop a violation response table to pattern the response (sanction) to fit the severity of the violation.
- Develop a positive reinforcement table to provide staff with additional methods to bring about positive pro-social change in probationer behavior.
- Provide staff training in:
  - Advanced Communication and Motivational Strategies (ACMS)
  - Cognitive Behavioral Intervention Tools
  - Case Plan training
- Refer probationers for treatment based on assessed needs.

### **22<sup>nd</sup> Judicial District Community Corrections**

The 22<sup>nd</sup> Judicial District Community Corrections program will seek to reduce the revocation rate for fiscal year 2006 by 25%. The agency will pursue the following risk reduction efforts:

- Hire one Resource Coordinator who will be trained in:
  - Offender Workforce Development (OWD)
  - Moral Reconciliation Therapy (MRT)
- Probationers scoring high or very high in four or more domains will be referred to the Resource Coordinator and will attend Moral Reconciliation Therapy (MRT).
- Unemployed probationers will be referred to Offender Workforce Development (OWD) classes conducted by the Resource Coordinator at the following locations:
  - Pony Express Learning Center in Marysville
  - Main Community Corrections office in Hiawatha

- Increase the hours worked by the receptionist (currently part time) to full time. New duties of this position will include:
  - Assisting probationers when the resource coordinator is in another office.
  - Assisting in making contacts to access community resources needed by probationers.

### **24<sup>th</sup> Judicial District Community Corrections**

The 24<sup>th</sup> Judicial District Community Corrections will seek to reduce their fiscal year 2006 revocation rate by 25%. The agency will pursue the following risk reduction efforts:

- Develop a specialized caseload of medium to high risk probationers.
- All officers will
  - Work with probationers to establish an itinerary to determine how much time is spent in structured pro-social activities.
  - Work closely with resource providers.
  - Work closely with the Thinking for a Change cognitive program staff.
  - Utilize graduated sanctions, violation and incentive response table.
- Provide staff training in:
  - LSI-R<sup>®</sup>
  - Advanced Communication and Motivational Strategies (ACMS)
  - Cognitive Behavioral Intervention Tools
  - Case Plan training
- Supervisors will perform employee evaluations to measure officers' ability to utilize the tools of motivational interviewing.
- Maintain the fidelity of the Thinking for a Change cognitive program.
- Hire one Intensive Supervision Officer.
- Hire two Thinking for a Change cognitive program facilitators.
- Fund the following probationer services:
  - Drug and alcohol evaluations
  - Mental health assessments
  - Housing assistance
  - Education expenses
  - Transportation assistance

### **25<sup>th</sup> Judicial District Community Corrections**

The 25<sup>th</sup> Judicial District Community Corrections will seek to reduce their fiscal year 2006 revocation rate by 25%. The agency will pursue the following risk reduction efforts:

- Hire one officer who will manage a specialized caseload and be trained in Offender Workforce Development (OWD). This officer will assist probationers with:
  - Employment training and placement
  - Educational assistance
  - Transportation
- Utilize intermediate sanctions for high risk probationers.
- Hire a counselor who will provide substance abuse counseling designed around the Thinking for a Change cognitive program.
- Contract for mental health services.

### **28<sup>th</sup> Judicial District Community Corrections**

The 28<sup>th</sup> Judicial District Community Corrections will seek to reduce their fiscal year 2006 revocation rate by 20%. The agency will pursue the following risk reduction efforts:

- Develop caseloads and supervise probationers based on risk, needs and responsivity.
- Train staff in cognitive behavioral strategies in order to provide day and evening classes for probationers.
- Continue to provide staff training in:
  - Advanced Communication and Motivational Strategies (ACMS)
  - Evidence based practices
- Continue to implement supervisory audits and observation procedures to ensure fidelity in motivational interviewing and evidence based practice use.
- Divide caseloads into the three risk levels (high, medium, and low) in order to match staff skills to probationer risk level.
- Assign probationers to specialized caseloads based on the following:
  - LSI-R<sup>®</sup>
  - In-house evaluations provided by a contracted, qualified mental health professional and certified alcohol and drug counselor. The counselor will provide:
    - Timely written clinical assessment summaries for care/treatment.
    - Collaboration with Community Corrections staff to assist with effective probationer case management.
  - Additional information gathered outside of the assessment process.
- Utilize probationer centered case management to build self-efficacy.
- Provide employment assistance groups for unemployed and/or chronically unemployed clients.
- Undertake strategic planning with facilitator Claudia Larkin, Free Bird Business Solutions, to assist staff and stakeholders in developing fundamental strategies for new ways of work to include, but not be limited to, evidence based practices and motivational interviewing to reduce probationer risk.
- Support and motivate clients to improve their current life situation by funding provider services, clothing for employment or interviews, hair cuts, transportation and rent for housing.

### **31<sup>st</sup> Judicial District Community Corrections**

The 31<sup>st</sup> Judicial District Community Corrections will seek to reduce their fiscal year 2006 revocation rate by 25%. The agency will pursue the following risk reduction efforts:

- Utilize evidence based practices for medium to high risk probationers.
- Provide staff training in:
  - Motivational Interviewing
  - Cognitive Behavioral Intervention Tools
- Refer probationers to Four County Mental Health and Southeast Kansas Mental Health Center for the following services:
  - Cognitive behavioral skills training/psycho educational groups
  - Education and employment case management for mentally ill probationers
  - Skill building groups or individual sessions to address probationer employment needs

- Refer probationers to Neosho County Community College and Allen County Community College for GED programs and education/employment issues.

### **Atchison County Community Corrections**

Atchison County Community Corrections will seek to reduce their fiscal year 2006 revocation rate by 20%. The agency will pursue the following risk reduction efforts:

- Target for reduction the Attitudes/Orientation domain of the LSI-R<sup>®</sup>.
- Refer probationers to cognitive behavioral skills programming through The Guidance Center.
  - Hold a ceremony at the completion of each program to recognize probationers' accomplishments.
- Provide staff training in:
  - Advanced Communication and Motivational Strategies (ACMS)
  - Cognitive Behavioral Intervention Tools
  - Case Plan training

### **Central Kansas Community Corrections**

Central Kansas Community Corrections will seek to reduce their fiscal year 2006 revocation rate by 20%. The agency will pursue the following risk reduction efforts:

- Focus on probationers who score medium to high risk on the LSI-R<sup>®</sup>.
- Create an Intensive Supervision Officer II position to:
  - Assist in reduction of caseloads.
  - Assist in the evaluation of staff on the use of motivational interviewing skills.
  - Assist the Director.
- Reassignment of an Intensive Supervision Officer I to Intake Officer who will:
  - Provide orientation to all new probationers.
  - Complete the initial LSI-R<sup>®</sup>.
  - Assign probationers to a case manager.
- Expand cognitive behavioral groups by offering the Thinking for a Change cognitive program.
  - Collaborate with parole on reentry issues.
  - Invite families to learn about Community Corrections and provide them with information about probation.
- Provide staff training in:
  - Advanced Communication and Motivational Strategies (ACMS)
  - Cognitive Behavioral Intervention Tools
  - Case Plan training
- Partner with community organizations including, but not limited to, the local Offender Workforce Development Specialist (OWDS), the Family Crisis Center and mental health service agencies.

- Assist probationers in paying fees for the following:
  - Substance abuse evaluations and treatment
  - Mental health evaluations
  - Counseling
  - Transportation
  - Emergency housing

### **Cimarron Basin Community Corrections**

Cimarron Basin Community Corrections will seek to reduce their fiscal year 2006 revocation rate by 25%. The agency will pursue the following risk reduction efforts:

- Target probationers who score medium to high risk on the LSI-R<sup>®</sup>.
- Hire an Intensive Supervision Officer I to help with reduction in caseloads.
- Implement the Second Chance Program which is a graduated sanction plan.
- Refer probationers to programs including anger management, theft prevention, drug and alcohol and the Thinking for a Change cognitive program to assist probationers in changing their behavior.
- Utilize the Change Company (“Getting It Right”) materials in the agency based day reporting center. These materials include:
  - Anger Control & Domestic Violence Accountability
  - Stealing Offender Accountability
  - Money Management and Debt Reduction
  - Job Readiness
  - Drug and Alcohol Education
  - Cognitive Thinking
    - Personal Growth
    - Responsible Thinking
    - Managing My Life
    - Relapse Prevention
    - Change Plan

### **Cowley County Community Corrections**

Cowley County Community Corrections will seek to reduce their fiscal year 2006 revocation rate by 20%. The agency will pursue the following risk reduction efforts:

- Hire one Substance Abuse Specialist.
  - Provide the Substance Abuse Specialist with training in:
    - Substance Abuse Subtle Screening Inventory (SASSI)
    - Addiction Severity Index (ASI)
    - Cognitive Behavioral Intervention Tools
- Conduct drug testing to check probationers’ recovery and compliance with the program rules as a part of the overall risk reduction plan.

- Hire one Employment Specialist to assist probationers in developing the skills necessary to obtain and maintain meaningful employment. Duties of this position include, but are not limited to:
  - Offering vocational and educational opportunities that many probationers may never pursue.
  - Developing contacts within the educational community.
- Provide staff with training in:
  - Advanced Communication and Motivational Strategies (ACMS)
  - Case Plan training
- Utilize graduated sanctions model.

### **Douglas County Community Corrections**

Douglas County Community Corrections will seek to reduce their fiscal year 2006 revocation rate by 30%. The agency will pursue the following risk reduction efforts:

- Establish two full time ISO positions to supervise a specialized caseload of medium to high risk probationers.
- Establish a three to nine month intensive risk reduction program for probationers assessed as medium to high risk on the LSI-R<sup>®</sup> which targets the risk and need areas of each individual and provides interventions and/or services that will occupy 40-70% of their free time. The program will incorporate:
  - Evidence based tools to enhance the probationers' intrinsic motivation for change
  - Mentoring
  - Rewards
  - Consideration of dosage
  - Consideration of responsivity
- Provide staff training in:
  - Advanced Communication and Motivational Strategies (ACMS)
  - Cognitive Behavioral Intervention Tools
  - Case Plan training
- Engage ongoing support in natural communities.
  - Target pro-social mentorship within a probationer's natural community to provide structured support and enhance contact with pro-social others.
- Provide rewards for positive behavior ranging from positive verbal feedback to early release.
- Institute graduated intermediate sanctions for negative behavior such as increased reporting, surveillance, increased treatment participation, house arrest, etc.
- Continue to provide referrals to community resources (e.g., Workforce Center, Lawrence Housing Authority, Bert Nash, etc.) including resources for family and/or marital services to reduce conflict, build positive relationships and improve communication.
- Provide bus passes as transportation assistance.

### **Harvey/McPherson Community Corrections**

Harvey/McPherson County Community Corrections will seek to reduce their fiscal year 2006 revocation rate by 25%. The agency will pursue the following risk reduction efforts:

- Utilize the Capabilities Awareness Profile (CAP) to measure self-efficacy, assist in goal planning, assist in appropriately targeting interventions, and measure the effectiveness of the overall risk reduction initiative.
- Implement the Commitment to Change cognitive group through a partnership and contract with the Central Kansas Foundation.
- Provide staff training in:
  - Advanced Communication and Motivational Strategies (ACMS)
  - Case Plan training
- Hire two support workers to ensure that Intensive Supervision Officers are available to directly serve probationers.
- Implement a transportation assistance program by purchasing taxi vouchers to ensure probationers are able to attend cognitive groups, substance abuse treatment, and mental health treatment.
- Pay for mental health evaluations and/or treatment for probationers that need treatment as indicated by the LSI-R<sup>®</sup> when the probationer is financially unable to secure services.
- Implement a system to provide positive reinforcement to probationers through acknowledgement of achievements through restaurant gift cards, video rental gift cards, drug screening at no cost to the offender (after four consecutive negative drug screens and the fifth is at no cost), letters of recognition, reducing community service work hours, lengthening curfews, etc.
  - Develop policy and procedure to outline the circumstances under which a probationer is eligible to receive the reward to ensure the system is administered in an equitable and efficient manner.

### **Johnson County Community Corrections**

Johnson County Community Corrections will seek to reduce their fiscal year 2006 revocation rate by 22%. The agency will pursue the following risk reduction efforts:

- Enhance interventions targeting the Attitudes/Orientation domain of the LSI-R<sup>®</sup>.
  - Expand the cognitive skills program which is based on the Thinking for a Change cognitive program.
  - Hire one full time Corrections Specialist to offer cognitive skills programming, provide individual cognitive intervention, and act as a cognitive referral source.
  - Hire one full time Intensive Supervision Officer to supervise a reduced caseload of high risk probationers and conduct weekly cognitive skills groups.
  - Expand the Changing Lives through Literature and Stories About Women bibliotherapy groups for probationers in need of pro-social leisure activities.
- Staff training and implementation of evidence based practices.
  - Provide Cognitive Reflective Communication training to Residential Center Security Staff.
  - Provide Cognitive Behavioral Intervention Tools, Advanced Communication and Motivational Strategies (ACMS), and Case Plan training to case management staff.

- Contract for an audit of case management practices.
- Provide positive reinforcement to probationers (e.g., vouchers, movie passes, etc.).
- Implement a revocation review process to engage the probationer in brainstorming appropriate alternative actions to revocation.
- Keep probationers engaged following substance abuse relapse and provide timely interventions to address substance abuse issues.
  - Hire one full time Substance Abuse Counselor to provide relapse prevention.
  - Modify fugitive location practices to focus on re-engagement prior to the issuance of a bench warrant.
  - Perform the LSI-R<sup>®</sup> on absconders prior to final court action to adequately consider alternatives to revocation.
- Enhance employment services and add occupational skills training.
  - Present workforce development information to new residential center clients weekly and make referrals to workforce development with an emphasis on “on the job training.”
  - Aramark will provide on site food preparation training at the Residential Center in a program modeled after the Inmate to Workmate Program.
  - Provide scholarships to Residential Center clients for professional certifications through Johnson County Community College which will provide classes on-site (create an on-site simulated nursing home room for training purposes).
  - Increase flexibility in times available to probationers to report for supervision.
  - Create a pre-employment center in the Therapeutic Community.
- Hire one full time Supervisory Skill Developer who will be responsible for quality assurance as well as training and coaching staff in the application of evidence based practices.
- Develop a financial voucher system for probationers to address housing, medication, transportation, and education needs.
- Provide probationers with financial education through the Financial Peace University curriculum.
- Hire a consultant to facilitate the development of the goals and work plan of the proposed Johnson County Criminal Justice Coordinating Council which will focus on alternatives to incarceration, risk reduction, and prevention.

### **Leavenworth County Community Corrections**

Leavenworth County Community Corrections will seek to reduce their fiscal year 2006 revocation rate by 20%. The agency will pursue the following risk reduction efforts:

- Develop an understanding of, and commitment to, risk reduction within the agency.
  - Assess and implement new policy and procedure.
  - Review case management practices through frequent and random auditing.
  - Assess the effectiveness of the community resources that the agency partners and/or contracts with.
  - Incorporate consideration of the agency’s direction in employee performance evaluations.
- Provide staff training in:
  - Motivational Interviewing Techniques
  - Cognitive Restructuring Skills
  - Positive Reinforcement

- Target probationers who have been assessed as medium to high risk by the LSI-R<sup>®</sup>
- Designate staff, committed to risk reduction, to supervise a specialized caseload of medium to high risk probationers who are identified as high risk in the areas of leisure activities, financial management, job attainment/longevity, pro-social relationships and/or substance abuse.
  - Develop case plans immediately after assessment which target identified high risk areas and include referrals to the appropriate service providers.
  - Engage support from significant people in probationers' lives to assist in case planning.
  - Reassign probationers among caseloads as risk and need levels change.
- Partner and/or contract with community providers including, but not limited to, substance abuse treatment providers, private practitioners, sex offender treatment providers, etc. to address areas of probationer risk and need.
  - Utilize the Grossman Center which is a voluntary or judiciary placement where individualized evidence-based programs and services, tailored to meet probationers' criminogenic needs, are provided in a residential or day reporting structure.
  - Utilize the Workforce Partnership services including, but not limited to, their Felony Employment Specialist.
- Utilize an in-house job search program.
- Provide a limited amount of funding for probationer assessment and/or treatment.
- Strengthen partnerships with community resources who share the common goal of reducing probationer risk and enhancing public safety.
- Work closely with stakeholders and community members to develop new partnerships and build the potential for advocacy.
  - Close gaps in service, and enhance service delivery, through strengthening existing community partnerships and development of new partnerships.
- Continue to include Advisory Board members and stakeholders in the risk reduction initiative development and evaluation processes.

### **Montgomery County Community Corrections**

Montgomery County Community Corrections will seek to reduce their fiscal year 2006 revocation rate by 20%. The agency will pursue the following risk reduction efforts:

- Provide staff with training in:
  - Cognitive Behavioral Intervention Tools
  - Advanced Communication and Motivational Strategies (ACMS)
  - Case Plan training
- Train one existing officer to deliver cognitive skills groups based on the Thinking for a Change cognitive program model in both counties that the agency covers.
- Increase the effectiveness of probationer case planning by working with the local substance abuse and mental health service provider and prioritizing interventions based on the LSI-R<sup>®</sup>.
- Provide payment for limited emergency housing, drug and alcohol assessments, sex offender assessments and treatment, and transportation for indigent probationers.
  - Develop a documentation and tracking system for these payments.
- Acquire specialized assessment tools for sex offenders and female probationers.

- Hire one full time Intensive Supervision Officer in order to reduce caseloads and allow officers to focus quality time on high risk probationers and complete and accurate data entry.
- Develop a system of rewards and positive reinforcement to enhance probationer performance.

### **Northwest Kansas Community Corrections**

Northwest Kansas Community Corrections will seek to reduce their fiscal year 2006 revocation rate by 20%. The agency will pursue the following risk reduction efforts:

- Complete appropriate and timely LSI-R<sup>®</sup> risk assessments.
- Develop a specialized ISO to reduce the revocation rates among high risk probationers in Ellis County, the county in which the largest number of probationers are sentenced to, and revoked from, community corrections within the agency catchment area.
- Build on probationer strengths and goals by using cognitive behavioral techniques.
- Utilize positive reinforcement techniques to increase and promote behavioral change.
- Continue to operate a Methamphetamine Specific Treatment Program using the Matrix Model in an out-patient treatment approach.
  - Focus on relapse prevention, early recovery skills, family education, social support and increasing probationers' awareness of the effects of methamphetamine abuse.
- Utilize cognitive based substance abuse treatment for probationers who are high risk for substance usage.
- Complete an initial mental health assessment on 100% of the probationers sentenced to community corrections.
  - The agency includes on staff a mental health professional who travels to all seventeen counties to provide assessments and services.
- Utilize motivational interviewing techniques to enable the officer to become more effective in guiding constructive conversations, particularly by helping them recognize where they may be eliciting and strengthening resistance.
- Utilize intensive drug testing and surveillance in conjunction with treatment and evidence based practices.
- Provide staff with training in:
  - Advanced Communication and Motivational Strategies (ACMS)
  - Cognitive Behavioral Intervention Tools

### **Reno County Community Corrections**

Reno County Community Corrections will seek to reduce their fiscal year 2006 revocation rate by at least 20%. The agency will pursue the following risk reduction efforts:

- Target services to probationers identified by the LSI-R<sup>®</sup> as moderate to high risk.
- Hire three new officers and a substance abuse counselor.
- Engage ongoing support in natural communities
  - Develop a Community Based Team (CBT) that will spend most of it's time meeting with probationers in the community and meeting with professional and social community resources.
    - Reduced caseloads.
    - Individualized case plans.

- Team includes an Offender Workforce Development Specialist (OWDS) who will provide employment assistance.
  - Team includes a Community Support Officer (CSO) who will supervise the probationers during evenings and weekends.
- Provide staff with training in:
  - Advanced Communication and Motivational Strategies (ACMS)
  - Cognitive Behavioral Tool training
  - Case Plan training
- Increase community collaboration through the Director and agency staff seeking out community resources to assist clients.
- Implement an organizational development initiative.

### **Riley County Community Corrections**

Riley County Community Corrections will seek to reduce their fiscal year 2006 revocation rate by 21%. The agency will pursue the following risk reduction efforts:

- Hire one Risk Reduction Specialist who will be trained and certified to deliver cognitive based behavior change classes and employment classes.
- Implement Crossroads Cognitive Behavior Change curriculum.
  - Train the Risk Reduction Specialist and ISO II to deliver the curriculum.
- Provide staff with training in:
  - Evidence based practices
  - Motivational interviewing skills
- Revise policy and procedures.
  - Include in policy and procedure revocation protocol.
  - Uniform progressive sanctions system.
- Implement Offender Workforce Development employment classes.
- Long range goals include implementation of:
  - Supervisor coaching or ASSISST training.
  - Aftercare planning and relapse prevention.
  - Family interventions and involvement.
  - AIM (Accountability through Intermediate Measures).
  - Obtain training from the Carey Group.

### **Santa Fe Trail Community Corrections**

Santa Fe Trail Community Corrections will seek to reduce their fiscal year 2006 revocation rate by 25%. The agency will pursue the following risk reduction efforts:

- Implement a Deputy Director position to assist with administrative duties and focus on staff training, program monitoring and quality assurance.
- Add staff to reduce caseload size.
  - Fill vacant ISO II position as current ISO II will become Deputy Director; hire additional ISO I. Both ISO II and Deputy Director will supervise a limited caseload; Deputy Director specialized to a sex offender caseload.

- Provide staff with training in:
  - Advanced Communication and Motivational Strategies (ACMS)
  - Case Plan training
  - Cognitive Behavioral Intervention Tools
  - Offender Workforce Development (OWD)
- Other Components/Services
  - Develop a graduated interventions model.
  - Increase emphasis on engaging support from probationer pro-social resources (e.g., family) and community organizations (e.g., 12 step or church programs).
  - Improve LSI-R<sup>®</sup> practices (e.g., increased depth of information gathering)
  - Improve collaboration (Memorandum of Understanding in place) with local Mental Health Center.
  - Provide financial assistance in the following areas:
    - Mental health and substance abuse evaluations
    - Housing assistance
    - Monitored house arrest (graduated sanction)
    - Transportation assistance
    - GED testing and assistance

### **Sedgwick County Community Corrections**

Sedgwick County Community Corrections will seek to reduce their fiscal year 2006 revocation rate by 20%. The agency will pursue the following risk reduction efforts:

- Target two groups of probationers for intensive risk reduction services.
  - Risk Reduction Group
    - Includes probationers scoring in the moderate to high risk category on the LSI-R<sup>®</sup>.
  - Reentry Group
    - Includes probationers transitioning to the community from the Residential Center and/or Labette Boot Camp.
- Create a new team of staff that will include an ISO III, ISO II, ISO I (five), an Office Specialist, a Skill Developer, an Employment Specialist and a Mental Health Case Manager.
  - Hire a Skill Developer to assist in the implementation and evaluation of officer motivational interviewing techniques in their daily interactions with clients.
  - Hire an Employment Specialist to establish an employment assistance program to target the clients who are unemployed, underemployed, physically able to work, and not pending a probation violation.
  - Hire a Mental Health Counselor to be co-located at the Residential Center. The counselor will do psychological assessments, refer probationers to psychiatrists for medication management and provide case management support.
- Extend office hours past the 8:00 a.m. through 5:00 p.m. timeframe.
- Utilize the Carey Group's services to train every officer in motivational interviewing and the application of The Stages of Change theory to probationer behavior.
- Train staff in the Change Companies Cognitive Skills curriculum in order to teach staff how to process information to gain insight into the diverse needs of probationers.

- Coordinate with the Wichita Police Department's Targeted Offender Program (TOPS) and Special Community Action Team (SCAT) unit for the current list of gang members that will be compared with the new probationers arriving at intake.

### **South Central Kansas Community Corrections**

South Central Kansas Community Corrections will seek to reduce their fiscal year 2006 revocation rate by 20%. The agency will pursue the following risk reduction efforts:

- Implement an Offender Assistance Program to target medium to high risk probationers.
  - Address probationer needs as defined by a probationer self-assessment.
  - Implement a Thinking for a Change cognitive program in all counties served by the agency in collaboration with the local State Parole office.
- Contract with community resources to provide services in the following areas:
  - Relationships
  - Conflict management
  - Stress management
  - Drug and alcohol
- Provide staff with training in:
  - Advanced Communication and Motivational Strategies (ACMS)
- Audit Intensive Supervision Officer's use of motivational interviewing techniques.

### **Sumner County Community Corrections**

Sumner County Community Corrections will seek to reduce their fiscal year 2006 revocation rate by 20%. The agency will pursue the following risk reduction efforts:

- Target probationers who score moderate to very high risk on the LSI-R<sup>®</sup>.
- Contract with Sumner Mental Health Center to provide the following services:
  - Thinking for a Change cognitive program
  - Better Days Ahead
  - Motivation for Change
- Purchase training manuals for staff which will assist in translating evidenced based practices into case management strategies.

### **Unified Government Community Corrections**

Unified Government Community Corrections will seek to reduce their fiscal year 2006 revocations by 20%. The agency will pursue the following risk reduction efforts:

- Create four specialized caseloads, which will be small in size. Probationers will be shifted among caseloads as their risk and need levels, as assessed by the LSI-R<sup>®</sup>, change:
  - Workforce Development - Two Officers
  - Re-Engagement - Two Officers
  - Level IV (low risk) - One Officer
  - Drug Court - One Officer
- Hire new staff to support the risk reduction initiative.
- Institute an internal violations board within the agency.

- Create a new intake process for all probationers.
  - Hire two Intake Officers who will be highly trained in administering the LSI-R<sup>®</sup>, motivational interviewing and case management to instruct orientation and initiate the supervision planning process.
- Provide staff with training in:
  - Advanced Communication and Motivational Strategies (ACMS)
  - Case Plan training
  - Cognitive Behavioral Intervention Tools
- Host additional training in collaboration with other stakeholders.
- Establish a systematic process for assessing the quality of resources and services that are available for probationers.
  - Work with the local Court Services Office, the District Attorney's Office and the Judiciary to establish a protocol to ensure the quality of local service providers.
- Review gaps in services within the district.

Community Corrections Risk Reduction Initiative Timeline and Tentative Training Schedule					
Date	Phase I - Building an Infrastructure for Change	Phase II - Specific Skill Building			Community Corrections Services Capacity Building
		ACMS	Cognitive Tools	Case Plan	
2007					
July	SB14 RRI Application Development and Release Directors Meetings (Lawrence and Salina)				
August	SB14 RRI Application Development Office Hours Sessions (3)				
	SB14 RRI Planning Resource Workshop (1)				
September	SB14 RRI Application Development Office Hours Sessions (2)				
	SB14 RRI Planning Resource Workshop (1)				
October	SB14 RRI Grant Application Review Process				Continue to Hire New Staff New Staff Training
November	Announced SB14 RRI Grant Awards				
	6th - 8th Community Stakeholder Conference				
	27th - 29th Community Stakeholder Conference				
December	Advanced Communication & Motivational Strategies Training to Develop Local Trainer Pool				
2008					
January	KDOC Presentations to Local Advisory Board Meetings				
	Submission of Annual Legislative Report				
February	KDOC Assistance in the Continued Development of Local RRI				
	Advanced Communication & Motivational Strategies Training of Trainers				
March		X	X	X	Skill Developers, Program Consultants and local Community Corrections Trainers Begin Skill Development
April		X	X	X	
May		X	X	X	
June		X	X	X	
July		X	X	X	
August		X	X	X	
September		X	X	X	
October		X	X	X	
November		X	X	X	
December		X	X	X	
2009					
January		X		X	
February		X		X	