

**Advisory Board Agenda
March 28, 2019**

Welcome Joseph L. McCarville III

Approve Minutes Joseph L. McCarville III

New Business Randy Regehr

1. FY'20 Comprehensive Plan Grant Application
2. FY'20 Behavioral Health Grant Application
3. Fiscal Reporting and Records Policy Update
4. Criminal Justice Information Security Policy Update (already approved by the executive committee)
5. Budget Adjustments

Closing Joseph L. McCarville III

**Advisory Board Meeting
October 18, 2018**

Attending board members: Elizabeth Allan, Shannon Hauschild, Ray Hemman, Joseph McCarville, Carolyn Parson, Martin Robertson, Lacy Stauffacher

Approval of Minutes, motion by Ray Hemman, second by Carolyn Parson, all approved

New Business

1. Policy Updates: Randy briefly reviewed changed made to 20 policies and answered questions. Motion to approve policies by Elizabeth Allan, second by Shannon Hauschild, all approved.
2. FY'20 Comprehensive Plan Grant: Plans for the grant goals and timelines discussed.

Part II: Agency Summary

Reno County Community Corrections maintains its core focus of providing community safety while assisting clients to change their thinking and behavior. Progress has continued to be made in reducing revocations to prison over the past few years. In FY'13 there were 81 people revoked to prison and the success rate was 63.5%. By FY'17 the success rate had improved to 82.6% and only 41 people were revoked to prison. In FY'18 the success rate decreased by nearly three percent and this will likely be the case again in FY'19 due to the ratio of high risk and high needs clients supervised in Reno County.

Community Corrections targets the higher risk clients as an alternative to prison and this can easily be seen in two areas in Reno County. First, the agency's population is comprised of a high percentage of high and high-moderate risk clients according to the LSIR. According to the January 2019 KDOC Risk Level Report for Reno County 35.4% scored level one, high risk, which was the highest in the State. Additionally, 29.3% were level two, high-moderate risk, for a combined total of 64.7% scoring level one or two on the LSIR which was the highest for the State. The second factor indicating the above average ratio of higher risk clients is the number of downward dispositional departures assigned to the agency. For FY'18 there were 173 cases which received a downward dispositional departure to Community Corrections supervision rather than being sentenced to prison. Reno County received the third highest number of departure cases even though it is the sixth largest agency and received only 14 fewer departure cases than an agency with a 60% higher average daily population.

There are several factors which have enabled the agency to reduce the number of people being sent to prison, primarily the agency's staff. The staff come from diverse backgrounds bringing different knowledge and skills to the agency. The two supervisors have backgrounds working in substance abuse treatment and they share the skills they've learned with officers. The supervisors also work to instill the agency's philosophy of how to work with people and help them to change their thinking and behavior. All the officers are trained in motivational interviewing and Effective Practices in the Community Setting II and most officers have been trained to facilitate cognitive behavioral groups. Eight officers have been trained to facilitate the Substance Abuse Program curriculum and four are co-facilitating the groups. One officer has been trained and co-facilitates the Batterers Intervention Program group with a DOC facility staff member. And another officer facilitates the Intro to Cognitive Behavioral Interventions group and the employment group using the Courage to Change Seeking Employment workbook. This additional training and facilitating of groups improves officers' skills in using cognitive behavioral interventions in their office appointments.

These cognitive behavioral groups are provided at the Community Corrections office by Community Corrections officers to efficiently use grant dollars. Clients typically see their officer when they report for groups to minimize transportation barriers. Second to the work officers are doing in office appointments these groups are used to provide clients the knowledge and skills to make better decisions. The groups are also an opportunity for clients to practice the skills, evaluate how they did, and make improvements.

Reno County Community Corrections also partners with community resources to provide interventions for clients. The Substance Abuse Center of Kansas has been a great partner providing substance abuse treatment services to clients using Behavioral Health Grant money.

SACK has been able to expand the services they offer because of this additional funding which has proven beneficial for clients. Community Corrections has also partnered with Horizons Mental Health Center using the Behavioral Health Grant and the two organizations are working to expand services and data collection in FY'20. As communication has improved between officers and the Horizons' staff clients' need for mental health treatment has become more evident. The two agencies are planning to work together to collect more data from clients at intake to initiate services sooner in supervision rather than waiting until officers identify the problem.

For FY'20 the agency will set a goal of increasing successful completions, specifically having 83% of terminations end successfully. Several roadblocks to clients successfully completing supervision have been identified to focus on. First, the agency will work on improving officers' skills in the use of motivational interviewing and EPICS II through increasing coaching sessions. Coaching helps officers in building and improving their skills by supporting them when they get stuck or miss opportunities. The second area the agency will focus on is developing a better way to get the right people into the cognitive behavioral groups. The supervisors, with the help of the group facilitators, will be working to develop how clients are chosen for groups and then ensuring clients who need the service engage and complete the process. In conjunction with this the number of group admissions and successful completions will be tracked to try to meet goals that have been set. The third major focus for FY'20 will be to improve the referral process for Drug Court to get the right people into the program. In the beginning clients were referred based on their addiction and progress on supervision but this has changed. Now most referrals are the result of a plea agreement rather than an assessment of their needs which has resulted in a high number of absconders in the program.

Changing the thinking and behavior of the people Community Corrections supervises can make the community safer. With the increasing number of higher risk clients, staff will need to work to improve their skills in motivating clients to change. Improvements will need to be made in assessing clients early in supervision and getting clients into the right interventions. Reno County has a skilled and experienced staff who are dedicated to helping clients make these changes and to improve community safety.

Proposed Plan

Reno County Community Corrections has improved and increased interventions for clients through the Behavioral Health Grant which has resulted in decreased revocations to prison. The agency's success rate improved from 63.5% in FY'13 to 82.6% in FY'17 largely due to the programs funded by the Behavioral Health grant. For FY'20 Reno County is requesting continued funding for some previously funded programs and an expansion in services for mental health treatment and in medication assisted treatment. The following is a prioritized list of services requested to be funded under the Behavioral Health Grant.

1. Program Providers, \$64,690.08 for Personnel and \$2,300.00 for Agency Operations

The role of Program Provider is filled by six Community Corrections officers who have received the additional training to facilitate groups. This has been a more efficient use of grant dollars for the agency than one, stand-alone program provider position. During FY'19 the agency focused more on the Substance Abuse Program with three groups being offered at different times and days of the week. There are four officers who co-facilitate the SAP groups. One ISO has been trained to be the co-facilitator for the Batterers Intervention Program. BIP is offered once a week at Community Corrections and is facilitated by KDOC facilities staff. One ISO facilitates the Intro to Cognitive Behavioral Interventions group and the employment group using the Courage to Change Seeking Employment workbook. A small amount of money is also being requested for training for the facilitators, office supplies, and equipment. The agency believes this is a core service for clients which will reduce the number of revocations in FY'20 by 14 people.

2. Voucher Funds, \$27,200

Over the past few years the agency has seen an increase in the use of medications to assist with substance abuse treatment. With new medication options beyond just methadone, officers were seeing some significant client successes with remaining abstinent and making life changes. There were two grants helping pay for medication assisted treatment, MAT. One to the Substance Abuse Center of Kansas, SACK, and the other from the Substance Abuse and Mental Health Services Administration for Community Corrections' Drug Court program. However, these grants have ended, leaving clients without the means to pay for the appointments and medications. Reno County is requesting to pay for 50 one-month prescriptions at \$60 each and 50 medication appointments at \$80 each, a total of \$7,000. The medication appointments are a requirement to receive the medications and are a major financial barrier for clients.

Reno County is also requesting \$3,750 to pay for 50 substance abuse evaluations at a cost of \$75 each. It is important to start treatment services quickly to reduce continued drug use which increases the likelihood of a client absconding from supervision. Many clients can't afford the assessment, for others their addiction prevents them from making it a priority. Paying for the assessment removes the barrier of cost and speeds the process for treatment to start.

The need for mental health treatment for clients has been recognized for a long time but in FY'19 the requests for assistance with mental health medications has increased. Officers and clients work with providers to find lower cost medications, but clients still need assistance. At

times, paying for the medication is the difference between a client being able to enter inpatient treatment or being rejected by the provider. The agency denies paying for high cost medications but does assist with lower costs medications so more clients can be assisted. As the relationship and communication between mental health providers and officers improves the need for treatment for clients has increased and more clients are receiving treatment. In the past, clients who couldn't afford treatment or medications just didn't engage in mental health services. This is a barrier the agency and mental health providers are trying to overcome. Reno County is requesting \$1,200 to pay for medications and \$200 to pay for appointment co-pays.

Reno County has begun using the batterers intervention questionnaire at intake for male clients. As more clients are identified as needing to attend BIP, services are becoming overwhelmed. KDOC facility staff have already increased their availability to complete assessments twice a week, but the wait time is a couple months at times. A local provider has been used to complete the assessment to speed this process and then clients are referred to the groups provided at Community Corrections or State Parole. The agency wants to make it a priority to start services quickly for this population due to their risk of violence within the community. Reno County is requesting \$1,050 to pay for 7 assessments at \$150 each.

Sex Offenders are another group which pose an increased risk to the community and waiting to start their treatment due to financial barriers is not a wise option. This population often has a difficult time finding and maintaining employment due to their conviction. Many also have a lower functioning level making employment difficult. Reno County is requesting \$600 to pay for three assessments at \$200 each and \$400 to assist with paying for ten group sessions at \$40 each.

For clients who are trying to gain and maintain their sobriety returning to the same environment after treatment or incarceration is a significant barrier. Community support for Oxford houses has increased significantly. Only a few years ago there were no Oxford houses in Reno County and now there are six for men and three for women including one for women with children. Officers value this resource as a positive way to support their clients in establishing their sobriety and learning a new way to live. Not only does this solve the issue of housing for clients but it also provides them with a positive support system and accountability unavailable with other housing options. Throughout the year the agency also has clients who have to register as a sex offender who need housing assistance. The local homeless shelter and Oxford houses don't accept these individuals so there are fewer options. In these cases, the agency works with a low-cost hotel to provide housing until other options can be found. Reno County is requesting \$13,000 to assist clients with housing.

The voucher funds provide support to clients which was never available prior to this grant. Community Corrections believes this funding will reduce the number of revocations in FY'20 by 18 people, potentially more, depending on the use of medication assisted treatment.

3. Care Coordinator, Horizons Mental Health Center, \$50,000

Reno County has been contracting with Horizons Mental Health Center for several years using Behavioral Health grant funding to pay for care coordination. For FY'20 the two agencies want to expand services making mental health treatment a greater focus of this grant. Several options were discussed before deciding to request funding for a full time rather than a part time

position. To improve this partnership and services for clients, Community Corrections is planning to start doing an additional mental health screen at intake. The screen will be completed by each client and then sent with a release of information to the Care Coordinator at HMHC. The Care Coordinator will review the screen and HMHC records to determine if the client is needing services and if so, which services are needed. The assigned ISO will then work with the Care Coordinator to assist the client in accessing those services. HMHC and Community Corrections will also use the additional grant dollars to complete intakes for mental health services at the Community Corrections office. Reno County is requesting \$50,000 for a full-time Care Coordinator employed by HMHC. By better identifying clients' need for mental health treatment the agency will reduce revocations to prison by 16 in FY'20.

4. Recovery Coach/Peer Mentor, Substance Abuse Center of Kansas, \$45,000

Reno County is requesting \$45,000 to pay for two part-time Peer Mentors employed by the Substance Abuse Center of Kansas. This will be a continuation from previous years. This service has been very beneficial in filling gaps in the treatment process. The peer mentor program has benefits over the traditional alcoholics anonymous or narcotics anonymous sponsor because they are part of the treatment system. The communication is much better, as is the honesty and accountability which was not provided by a sponsor from AA or NA. Recently, Community Corrections has started providing office space for a Peer Mentor to meet with clients at Community Corrections. This allows for a warm handoff of a client from an ISO to a Peer Mentor. The Peer Mentor program impacts a lot of clients so the agency believes this service will reduce revocations in FY'20 by 16 people.

5. Recovery Specialist, Substance Abuse Center of Kansas, \$25,000

Reno County is requesting \$25,000 to contract with SACK for a part-time licensed addictions counselor. This is a decrease from previous years. Reno County has worked with the two, primary block-grant funded, providers in the community using Behavioral Health grant funding since the grant began. The goal has been to increase the amount of services available in the community because of wait times and limited responsivity options for clients. Both SACK and Mirror Inc. have expanded services and added counselors. For FY'20 Community Corrections is only asking to fund one part-time position rather than two. Licensed addictions counselors are key players in the treatment process and will reduce revocations by 12 people in FY'20.

Monitoring and Evaluation

1. Community Corrections Program Providers

The staff, training, and groups are already in place for providing these interventions for clients. Admissions, attendance, and termination tracking are occurring. Group times and days of the week are discussed among staff before a new group starts in an effort to best serve the target population. Auditing of the group facilitators has begun with a focus on fidelity to the curriculum. Auditing involves an ISO II sitting in on the group and giving feedback to the

facilitators. Both ISO II staff members previously worked as substance abuse counselors so they're skilled in group facilitation as well as being trained in the curriculum. Group retention and success rates are reviewed among supervisors and facilitators. When clients are terminated from supervision in-house programs are also tracked in an excel spread sheet to see if group completion has an impact on the client being successful. Group data will be reported to KDOC as requested.

2. Voucher Funds

Clients can make requests for assistance to their officer or officers can make requests on behalf of their client. Requests are then reviewed by the director. Priority is given based on a client's need for the assistance and if it will help them be successful on supervision. For assisting clients with medication assisted treatment the licensed addictions counselor will make the referral. The officer will then work with the client and provider to explore other payment options prior to using grant funds. Clients wanting help with Oxford house rent will need a plan for paying for their rent beyond assistance from the agency. Typically, the agency only pays for the deposit and first weeks rent. Assistance to clients is tracked by the office manager.

3. Care Coordinator through Horizons Mental Health Center

Implementation of the new assessment at a client's intake has not yet begun so tracking of the data hasn't either. HMHC will be providing the assessment to the agency, once this has been done the process for tracking the data will be developed. Likely this will be added to the other data tracked in excel from a client's intake. Funding the Care Coordinator process has been successful in increasing and improving the information officers are getting about a clients' treatment. It has also resulted in officers having a contact to help pass information to a client's therapist.

4. Recovery Coach / Peer Mentors at the Substance Abuse Center of Kansas

The peer mentor program has been in place for several years. SACK does a great job training, certifying, and providing continued support and oversight of the mentors. Primary monitoring of the program will continue to be the responsibility of SACK. No changes are planned for how the services are operated other than potentially offering more hours at the Community Corrections office. SACK provides monthly reports to Community Corrections regarding the clients served and hours of service provided.

5. Recovery Coach at the Substance Abuse Center of Kansas

Operation of the licensed addictions counselor as part of this grant will continue as previously offered. SACK provides the training and oversight of the counselor. SACK is the primary referral for substance abuse services however client numbers aren't being tracked at this time. Evaluation of the program comes from clients receiving services there and officers. As officers talk to clients about treatment, they're able to gauge what is happening in groups and what impact it is having on the client's sobriety and thinking. This is discussed among officers and in staff meetings.

Reno County Community Corrections Program

POLICY 4.03

POLICY & PROCEDURES

IMPLEMENTATION DATE:

LAST REVIEWED DATE: 02/19/2018

LAST REVISED DATE: 04/19/2016

CHAPTER: Administration, Organization, & Management

PAGES: 2

REFERENCE: 1B-ADM-206

SUBJECT: Fiscal Reporting and Records

I. AUTHORITY:

Reno County Community Corrections Advisory Board, Reno County Board of County Commissioners, Kansas Department of Corrections

II. PURPOSE:

~~To set forth the procedures for submitting fiscal reports to Kansas Department of Corrections~~

III. POLICY:

The Director shall prepare, or have prepared by the Office Manager, reports required by the KDOC Financial Rules, Guidelines, and Reporting Instructions. *Only authorized personnel shall access grant portals or online management systems, amend, or submit agency financial or reporting documents.*

IV. PROCEDURES:

- A. The Director using the KDOC approved format shall prepare the budgetary forms as prescribed to the Kansas Department of Corrections. The Director ensures the forms receive the required signatory approval and are submitted to the KDOC.
- B. The Kansas Department of Corrections quarterly fiscal reports are due in accordance with current Fiscal Reporting Instructions and will be prepared by the Director. Reports shall be approved by the Reno County Treasurer.
- ~~C. The Director or Office Manager shall notify KDOC in writing within ten (10) working days of the receipt of any revenue source outside the State's General Fund pertaining to the operation of the Adult Intensive Supervision Program. All non-client revenue sources outside of community corrections grant funds shall be reported to KDOC within ten business days of award notification by the Director or designee.~~

- D. The Director will be responsible for completing the KDOC Fiscal Workbooks with the assistance of the Office Manager. The Director will secure the required approval for these documents and forward them as required by KDOC.
- E. Changes made to the KDOC Grant Budget or Carryover Reimbursement Budget that total \$5,000.00 or 1% shall require Advisory Board and County Commission signatory approval.
- F. *Online grant management systems or portals shall only be accessed by staff authorized to do so by the Director. Typically, this will include the Office Manager and ISO II staff who are involved in monitoring and/or reporting for a grant. Staff shall follow the County's policy regarding passwords and security of computer devices as well as any conditions specified by the grantor. All staff authorized to access a grant portal or management system or financial documents must be familiar with the grant requirements and conditions.*

V. REPORTS REQUIRED:

Quarterly Expenditure Report and Certification

Note: The policy and procedures set forth herein are intended to establish directives and guidelines for staff, probationers, parolees, and entities contractually bound to adhere to them. They are not intended to establish state and/or county created liberty interest for employees, parolees, or an independent duty owed by Reno County Community Corrections. This policy and procedure is not intended to establish or create new constitutional rights, or to expand upon existing constitutional rights or duties.

Randy Regehr, Director

Date

POLICY & PROCEDURES

IMPLEMENTATION DATE: February 19, 2019

LAST REVIEWED DATE: February 19, 2019

LAST REVISION DATE: February 19, 2019

CHAPTER: Administration, Organization, & Management

PAGES: 3

SUBJECT: Criminal Justice Information Systems Security

I. AUTHORITY:

Reno County Commission, Reno County Community Corrections Advisory Board

II. APPLICABILITY:

To all employees, potential employees, contractors, and vendors of the Community Corrections Program

III. POLICY:

Reno County Community Corrections will abide by and adopt as policy the current Kansas Criminal Justice Information Systems (KCJIS) Policies and Procedures manual. As County employees, staff shall follow and abide by all Reno County Policies including the Electronic Media and Mobile Device Security and Training Policy. In addition, Reno County Community Corrections will abide by the Kansas Department of Corrections Community Corrections Adult Intensive Supervision Standards and Juvenile Supervision Standards.

In the event of an occurrence that actually or imminently jeopardizes legally protected confidential or personally identifiable information staff shall report the event to the Director. The Director shall report the event with relevant information to the appropriate County, State, and Federal authorities within 24 hours of an actual breach or the detection of an imminent breach.

IV. PROCEDURES:

- A. Incident Response procedures: Staff shall be diligent to ensure protection of Criminal Justice Information, CJI, against security risks, both accidental and malicious attacks, against the agency. General incident response roles and responsibilities will be included as part of the required security awareness training.
 - i. The individual who discovers the security incident shall immediately notify the Local Agency Security Officer, LASO, the KBI Help Desk, and the Director or supervisor.
 - ii. Staff shall assist the LASO and Terminal Agency Coordinator, TAC, in the

- identification, containment, and documentation of the incident as quickly as possible. County Information Services personnel may be enlisted to assist.
- iii. Where a follow-up action against a person or agency after an information security incident involved legal action (either civil or criminal), evidence shall be collected and retained according to agency policy and presented to law enforcement or the appropriate authority.
 - iv. As soon as a device containing CJI or with access to CJI is discovered lost or stolen it shall be reported to the Director and to Reno County Information Services. The staff member shall make appropriate efforts to recover any lost devices or physical/paper documentation.
 - v. The RCCC office is a secured building. Unauthorized individuals, including offenders, shall be escorted at all times while beyond the lobby area. All staff members are responsible for security beyond the locked lobby door. This includes restricting who is allowed to enter the secured areas and offices. If a staff member discovers an unauthorized person unescorted in a secured area they will question the person and escort them to a supervisor or to the lobby. The staff member is responsible to ensure the unauthorized person is not in possession of agency CJI or confidential material or devices.
 - vi. In the event that a cyber incident is discovered the user shall immediately disconnect the network cable to the affected device. The user shall then immediately contact Information Services and advise them of the situation followed by advising their supervisor and Director. The user shall make note of the circumstances surrounding the event to provide accurate information to assist in resolving the issue.
- B. Formal sanctions process: A policy violation occurs when an agency, or personnel are non-compliant with the policies outlined within or referenced by this policy or the KCJIS Policy manual. After discovery of a policy violation the Director, or designee, shall do the following:
- i. Initiate an investigation to determine why the violation occurred.
 - ii. Administer appropriate discipline to individuals involved according to County policy based on the seriousness of the violation. Discipline can range from verbal or written notice to termination of employment or legal or civil penalties.
 - iii. Administer appropriate job performance counseling to all individuals involved.
 - iv. Submit a report from the Director to the CJIS CSO documenting the violation and outlining any disciplinary and/or corrective measures that have been taken.
- C. Access to CJI is not permitted using mobile devices, personally owned devices, Bluetooth devices, or through remote access.
- D. Media protection: Physical files and printed material will be maintained and destroyed according to RCCC policy 6.10. Digital media, including that contained on leased equipment, will be maintained and destroyed according to Reno County policy.

- E. The agency will abide by Reno County and KDOC policy for account validation and for identification and authentication management.
- F. The agency does not use Voice over Internet Protocol.
- G. If there is a loss of control, compromise, unauthorized disclosure, or unauthorized acquisition of confidential or personally identifiable information, or any similar occurrence where (1) a person other than an authorized user accesses or potentially accesses confidential information or (2) an authorized user accesses confidential information for an unauthorized purpose the following shall take place:
 - i. Staff shall inform the Director of the event.
 - ii. The Director shall advise the County Administrator and County head of Information Services. Local law enforcement shall be advised if appropriate. The County and all other applicable government agencies and funding sources shall be informed of an actual breach, or the detection of an imminent breach, within 24 hours.
 - iii. An assessment shall be completed to determine what information was obtained, how, and other pertinent information including the potential risk of harm to others.
 - iv. Staff shall work with other County and State agencies and organizations to notify affected individuals and relevant entities if necessary.

V. REPORTS REQUIRED:

None

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Randy Regehr, Director

Date

