

ATTACHMENT 3-B

ACTION STEPS, TIMELINE AND RESPONSIBILITY FOR GRANTEE WORKPLAN

PHASE I - PROGRAM OPERATION

(Same Procedure for Adults and Youth)

TASKS	MONTHS	1	2	3	4	5	6	7	8	ASSIGNED RESPONSIBILITY
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1. Convene key partners to review grant	→								DOC Director of Treatment Reentry Project Manager
objectives. Secure from them persons from their agency that will be designated to serve on Transition Teams. Will meet initially on monthly bases to provide update on progress/address programmatic concerns. Afterwards, quarterly meeting will be held.	→								Reentry Project Management Committee
2. Develop program operation plan (develop operating procedures, forms, secure needed instruments for assessment purposes, develop behavioral contracts for participants), develop criteria to be used in selecting service providers for the reentry project.	→								Personnel Officers Key Decision-makers Director of Treatment Reentry Project Management Committee
3. Request PIN numbers to begin hiring Reentry Staff. Solicit, through RFPs, contracts for needed service providers. (The hiring process usually take several months to complete).									

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ACTION STEPS, TIMELINE AND RESPONSIBILITY FOR GRANTEE WORKPLAN

PHASE I - COORDINATION MECHANISM

(Same Procedure for Adults and Youth)

TASKS	MONTHS								ASSIGNED RESPONSIBILITY
	1	2	3	4	5	6	7	8	
1. Meet with partner organizations to identify representatives who will serve on Transition Team. (Established in Program Operation)	→								Director of Treatment & DOC Project Manager
2. Form Transition (Interagency) Team based on representatives obtained from key partners and staff for reentry project.			→						Director of Treatment & Project Manager
3. Schedule initial meeting with Transition Team to provide orientation and overview of Project goals.				→					Director of Treatment, Project Manager Reentry Project Management Committee
2. Conduct cross agency staff development Training to insure proper implementation of outlined procedures and to share pertinent Information. (Quarterly bases)				→					Principle Investigator Training Staff
3. Develop mechanism for sharing information with key partners via electronic computer technology.		→							Principle Investigator

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ACTION STEPS, TIMELINE AND RESPONSIBILITY FOR GRANTEE WORKPLAN

SELECTION OF TARGET POPULATION (ADULT)

MONTHS TASKS	1	2	3	4	5	6	7	8	ASSIGNED RESPONSIBILITY
<p>4. Receive referral from MDOC Personnel, DOC MIS system that will generate eligible candidates for the reentry program based on criteria set forth, Parole Board recommendations or other referral source.</p>			→						Pre-Release A & D Treatment Coordinator Branch Director
<p>5. Screen offender according to eligibility criteria.</p>				→					A & D Treatment Coordinator Branch Director
<p>6. Have offender transferred to Therapeutic Pre-Release Program.</p>				→					Branch Director
<p>7. Conduct program orientation, administer risk/needs assessment and educational evaluations.</p>				→					Branch Director A & D Treatment Coordinator Education Coordinator

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ACTION STEPS, TIMELINE AND RESPONSIBILITY FOR GRANTEE WORKPLAN

PHASE I –INSTITUTIONAL BASED PROGRAM (ADULTS)

TASKS	MONTHS										ASSIGNED RESPONSIBILITY
	5	6	7	8	9	10	11	12	13		
8. Begin development of the Offender’s Re-entry Plan		→									Lead Case Manager Transition Team
9. Transfer offenders to Treatment Component for GED, Alcohol & Drug Treatment, and counseling to deal with cognitive/behavioral issues, etc.		→									Treatment Coordinator
10. Assign offenders to treatment programs based upon results of educational & program evaluations.		→									Treatment Coordinator Transition Team
11. Monitor progress of re-entry plan, adjust as needed.			→	→	→	→					Transition Team
12. Reassess offenders’ needs.						→					Transition Team

ATTACHMENT 3-B (Cont'd)

ACTION STEPS, TIMELINE AND RESPONSIBILITY FOR GRANTEE WORKPLAN

PHASE I – INSTITUTIONAL BASED PROGRAM (ADULTS)

MONTHS TASKS	10	11	12	13	14	15	16	ASSIGNED RESPONSIBILITY
<p>13. Transfer offenders to Transition Component for social skills development, life skills, reintegration skills, job readiness and employability skills training. An employability development plan will be compiled to determine offenders strengths and/or weakness in his preparedness to enter the job market.</p> <p>14. Monitor progress of re-entry plan, adjust as needed.</p> <p>15. Participants are paired with mentors who will be instrumental in helping them facilitate a smooth transition back to the community upon release. Necessary contacts are made to service providers in the community who will assist offender with his reintegration once released, based on reassessment of needs. Corr. Field Officers will be brought in to obtain suitable residence plan and to make arrangements for transitional housing if necessary.</p> <p>16. Offender is released from institution.</p>								<p>Treatment Coordinator Transition Team (Inclusive of WIN Job Center Representative)</p> <p>Transition Team</p> <p>Branch Director Transition Team Faith-Based Organizations Corr. Field Officers</p> <p>Releasing Authority</p>

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ACTION STEPS, TIMELINE AND RESPONSIBILITY FOR GRANTEE WORKPLAN

PHASE II – COMMUNITY BASED TRANSITION (ADULTS)

MONTHS TASKS	1	2	3	4	5	6	7	8	ASSIGNED RESPONSIBILITY
<p>1. Participate in cross agency staff development training to insure proper implementation of outlined procedures and to be apprised of information necessary to implement Reentry Project. (Quarterly bases)</p> <p>2. Garner resources needed for transitional placement. Contact and position services and support regarding mentors, faith-based resources, family support and procedures to implement components assessed in the institutional phase of the reentry process.</p>				→					Branch Director Corr. Field Officers Transition Team Principle Investigator
					→				Branch Director Corr. Field Officers Key Decision-makers Faith-Based Organizations

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ACTION STEPS, TIMELINE AND RESPONSIBILITY FOR GRANTEE WORKPLAN

PHASE II – COMMUNITY BASED TRANSITION (ADULTS)

<p>MONTHS</p> <p>TASKS</p>	9	10	11	12	13	14	15		<p align="center">ASSIGNED RESPONSIBILITY</p>
<p>3. Create individual service plans at the prison for and with each participant. This will include needs assessment for Alcohol and Drug Treatment, Housing, Educational Needs, Mental Health, Medical and other needs in order to coordinate with key partners of this project for services.</p> <p>4. Upon release from the institution, the offender will report to the Day Treatment (Community Education) Facility where his assigned Field Officer will develop a joint supervision case plan outlining the details of his supervision. All releasees will begin in intensive supervision plan phase for the first five months after release. (To include office</p>									<p>Corr. Field Officer Transition Team</p> <p>Corr. Field Officers JSU Graduate Students WIN Job Center Representatives Substance Abuse/Mental Health Personnel</p>

visits, random drug screenings, and other treatment as dictated by reentry plan).									
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PHASE II – COMMUNITY BASED TRANSITION (ADULTS)

MONTHS	16	17	18	19	20	21	22	23	ASSIGNED RESPONSIBILITY
TASKS									

<p>5. Participants will be provided services at the Day Treatment (Community Education) Facility six (6) days a week from 7:00 a.m. to 9:00 p.m. Services will be inclusive of educational (ABE/GED) component, substance abuse education /mental health treatment, group and individual counseling, batterers intervention, job readiness training, anger management, parenting skills/family orientation, cognitive restructuring, health care/stress management, transportation planning and housing assistance.</p>								<p>Branch Director JSU Graduate Students WIN Job Center Repres. ABE/GED Instructor Corr. Field Officer Mental Health Repres. Reentry Employment Specialist Mentors (Faith-Based)</p>
<p>6. Assistance with securing employment will begin as it is deemed that client is adapted and ready to secure and maintain stable employment.</p>								<p>Reentry Employment Specialist WIN Job Centers Transition Team</p>
<p>7. Continuous review of reentry plan to monitor progress and readjust as needed.</p>								<p>Corr. Field Officer Transition Team Principle Investigator</p>
<p>8. Supervision of offenders will become less restrictive based on his compliance with his reentry plan.</p>								<p>Corr. Field Officer</p>

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ACTION STEPS, TIMELINE AND RESPONSIBILITY FOR GRANTEE WORKPLAN

PHASE II – COMMUNITY BASED TRANSITION (ADULTS)

MONTHS TASKS	24	25	26	27	28	29	30	31	ASSIGNED RESPONSIBILITY
9. Monthly awards and recognition of accomplishments will be offered throughout this phase. Incentives / graduated sanctions will be instituted to encourage compliance with program goals. Offenders will be required to participate in community services activities as a means of giving something back to the community in which their offense occurred.									Branch Director Transition Team Mentors Corr. Field Officers
10. Reevaluation of offenders will be completed to determine if reporting mechanisms may be relaxed to monthly reporting.									Corr. Field Officers Transition Team Principal Investigator
11. Graduation exercises will be held at the conclusion of the 12 month period and graduates will be asked to form an alumni group to return and volunteer time mentoring new participants in this phase.									Branch Director Transition Team Key partners Corr. Field Officers Mentors
12. Begin transitioning from Phase II – Phase III of Project. Supervision is replaced with indepth involvement with mentors.									Transition Team Faith-based Organizations

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ACTION STEPS, TIMELINE AND RESPONSIBILITY FOR GRANTEE WORKPLAN

PHASE III – COMMUNITY BASED LONG-TERM SUPPORT (ADULTS)

<p>MONTHS</p> <p>TASKS</p>	32	33	34	35	36	37	38	39	<p align="center">ASSIGNED RESPONSIBILITY</p>
<p>1. Continue treatment as prescribed in reentry plan with support provided by community resources established throughout the reentry initiative. Mentors provide the needed assistance in helping offender remain on track with goals established in reentry plan.</p>									<p>Mentors Faith-based Organizations Service Providers</p>
<p>2. Participants who have completed Phase II of the program will be asked to aid in the mentoring process by volunteering to work with offenders in the initial stages of Phase II. This mechanism will be used as a means of allowing the graduate an opportunity to share his experiences and also as a means of ensuring that the graduate is remaining arrest- free.</p>									<p>Transition Team</p>
<p>3. Overall evaluation of program effectiveness will be conducted throughout the process to ensure compliance with initiative objectives.</p>									<p>Principal Investigator</p>