

Kansas Department of Corrections

Community Corrections Services



Community Corrections Comprehensive Plan Fiscal Year 2011 Quarterly and Year End Outcome Report Format

Monitoring and evaluation of local agency and risk reduction initiatives with the purpose of determining success, and implementing changes where necessary, is a key component of successful 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. In the Comprehensive Plan Grant Application, each funded agency explicitly agreed to provide complete and accurate data to the Kansas Department of Corrections (KDOC) regarding the initiative. On a quarterly basis, awardees are required to submit a document describing the progress of the local initiatives.

The Community Corrections Comprehensive Plan Quarterly and Year End Outcome Reports represent updates on the progress of each agency toward stated goals and objectives. These reports will provide agency directors, local stakeholders, and KDOC with information that can help improve efficiency, improve services, assist in effectively allocating resources, and assist in strengthening agency risk reduction practices.

Components of the Quarterly and Year End Outcome Reports

Community Corrections Agency

- State the name of the agency providing the quarterly report.

Process Goals

- This section should include those goals and objectives that address the planning and implementation of agency initiatives (e.g., policy development, staff training, securing space, developing partnerships/MOUs, etc.).
- State the implementation goal and objectives as listed in the monitoring and evaluation section of the Community Corrections Comprehensive Plan Grant Application.
- Discuss progress toward meeting each objective by providing data to indicate the degree to which the objective is being met.
- Discuss the activities that have occurred to move the agency toward meeting the stated objective.
- Discuss any challenges that have been encountered in working toward meeting the stated objectives.
- Discuss any modifications that the agency will be making to practice as a result of the information presented on progress toward meeting objectives.
- Copy and paste the reporting format as many times as necessary to accommodate the number of goals and objectives that the agency is working toward.

Outcome Goals

- This section should include those goals and objectives that allow the evaluation of the impact of the initiative (e.g. revocation rate, LSI-R, intervention specific data, etc.).
- State the outcome goals and objectives as listed in the monitoring and evaluation section of the Community Corrections Comprehensive Plan Grant Application.
- Discuss progress toward meeting each objective by providing data to indicate the degree to which the objective is being met.
- Discuss the activities that have occurred to move the agency toward meeting the stated objective.
- Discuss any challenges that have been encountered in working toward meeting the stated objectives.
- Discuss any modifications that the agency will be making to practice as a result of the information presented on progress toward meeting objectives.
- Copy and paste the reporting format as many times as necessary to accommodate the number of goals and objectives that the agency is working toward.

Due Dates for the Quarterly Outcome and Year End Reports

Report Period	Due On Or Before	Signatory Approval Requirement
1 st Quarter: July 1– September 30	October 30	No
2 nd Quarter: October 1– December 31	January 30	No
3 rd Quarter: January 1– March 31	April 30	No
Year End Report: July 1– June 30	October 1	Yes

Signatory Approval

Signatory approval is not required for the 1st, 2nd, or 3rd Quarterly Outcome Report; however, the information documented in these reports should be shared with the local Advisory Board. The Year End Outcome Report does require full signatory approval; please see the attached signatory approval pages.

Report Submission

The Community Corrections Comprehensive Plan Quarterly and Year End Outcome Reports are due by 5:00pm on the dates outlined above. Please send an electronic copy of each report and a scanned signatory approval document (if required) to your Program Consultant. If the agency is unable to scan the signatory approval document, please send an electronic copy of the report and a hardcopy of the signatory approval pages to:

Kansas Department of Corrections
Community Corrections Division
900 SW Jackson St, 4th Floor
Topeka, KS 66612

**Kansas Department of Corrections
Community Corrections Comprehensive Plan
Quarterly and Year End Outcome Report Format**

Community Corrections Agency: Fourth Judicial District Community Corrections

***Fiscal Year 2011
Report Period***

<input checked="" type="checkbox"/> 1 st Quarter	July 1 st - September 30 th
<input type="checkbox"/> 2 nd Quarter	October 1 st - December 31 st
<input type="checkbox"/> 3 rd Quarter	January 1 st - March 31 st
<input type="checkbox"/> Year End	July 1 st - June 30 th

Process Goals

Goal: Implement and/or maintain evidenced based practices in accordance with the eight principles of effective intervention that will contribute to an offender's successful completion of supervised probation

Objective #1: Develop an agency schedule that outlines the requirements associated with the following quality assurance activities: LSI-R, on-site MI, case supervision plans, and caseload audits on or before:

Target Date: 07-31-2010
Objective Met: Yes No Pending

Progress: A quality assurance schedule for FY2011 was developed on 07-15-2010.

Discussion / Current Activities: The quality assurance schedule outlined what activities would occur during each month of the fiscal year.

Challenges: The agency has not yet administered any quality assurance assessments for case supervision plans, as initial development and training is necessary before proceeding.

Modifications: No modifications in the 1st quarter

Objective #2: Develop a quality assurance schedule with a contractual provider to measure each ISO's ability to incorporate motivational interviewing skills and techniques into their daily activities on or before:

Target Date: 09-30-2010
Objective Met: Yes No Pending

Progress: A quality assurance schedule was developed on 08-18-2010 and forwarded to the agency's contractual provider.

Discussion / Current Activities: The agency's contractual provider will assess, transcribe, and score three (3) MI tapes per officer, each fiscal year. Included with the service is a one-half hour coaching session per tape.

Challenges: No challenges in the 1st quarter

Modifications: No modifications in the 1st quarter

Objective #3: Develop a quality assurance schedule to measure each ISO's ability to facilitate Thinking for a Change (T4C) classes on or before:

Target Date: 09-30-2010
Objective Met: Yes No Pending

Progress: The agency has an existing MOU with Riley County Community Corrections that outlines the assessment of each agencies T4C program utilizing trained staff.

Discussion / Current Activities: An assessment is scheduled for session #8 of the next T4C class, which should begin in the 2nd quarter.

Challenges: The length of time between T4C classes

Modifications: No modifications in the 1st quarter

Objective #4: Schedule and facilitate a minimum of five (5) cognitive education groups in the Fourth Judicial District on or before:

Target Date: 06-30-2011
Objective Met: Yes No Pending

Progress: Zero (0) cognitive education groups were facilitated in the 1st quarter. The agency facilitated a Motivation to Change group for seven (7) offenders, with the goal of preparing the clients for the T4C group.

Discussion / Current Activities: Clients meeting the target population are referred to the Risk Reduction Specialist for inclusion in the next available MTC and T4C class. Clients are then required to complete all sessions prior to being successfully terminated.

Challenges: A lengthy closed-ended curriculum, coupled with clients that are frequently detained, abscond, or sent to treatment. Staff and clients remaining motivated during the 22 sessions.

Modifications: The agency recently modified the referral and screening protocols related to the T4C group. The agency implemented a 90-day waiting period and MTC group with goal of preparing the group. Additionally, the agency will implement some new group dynamics regarding attendance, participation, and sanctioning.

The agency does not anticipate completing five (5) groups in FY2011 and would like to modify the target number to three (3) in FY2011. This will be reflected in the 2nd quarter report.

Objective #5: Provide offender workforce development services to a minimum of 90 offenders (measured by individual referral episodes) by:

Target Date: 06-30-2011
Objective Met: Yes No Pending

Progress: During the 1st quarter a total of thirteen (13) clients were served by the Offender Workforce Development Program (OWDP)

Discussion / Current Activities: Offenders that are unemployed or underemployed are referred to the OWDP to attend group and/or meet with the Risk Reduction Specialist on an individual basis.

Challenges: The program did not receive as many referrals as anticipated, which leads the agency to believe clients are not being referred as needed.

Modifications: Steps will be taken to inform staff and to find solutions as to why offenders are not being referred.

Objective #6: Offer exit surveys to 95% of the eligible offenders upon their termination from probation (successful, revoked, and unsuccessful) by:

Target Date: 06-30-2011
Objective Met: Yes No Pending

Progress: During the 1st quarter eight (8) of ten (10), or 80% of offenders eligible for an exit survey were offered a survey by Community Corrections staff.

Discussion / Current Activities: Exit surveys that measure a client's level of satisfaction with their supervision period are disseminated to offenders upon being released successfully, unsuccessfully or revoked from court ordered supervision.

Challenges: Two (2) offenders did not receive the exit survey as a result of miscommunication between agency staff. Those two (2) individuals will receive the exit survey in the 2nd quarter.

Modifications: The objective should include language identifying offenders as eligible. Offenders that are compacted out, transferred out, or abscond are not considered eligible because agency staff did not provide any direct supervision. The objective has been modified.

Objective #7: Engage a minimum of ten (10) natural supports per month, on average, within the communities being served by the Fourth Judicial District Community Corrections by:

Target Date: 06-30-2011
Objective Met: Yes No Pending

Progress: The Risk Reduction Specialist (RRS) engaged sixty-five (65) natural supports during the 1st quarter.

Discussion / Current Activities: The RRS engaged 26 agencies in July, 15 agencies in August, and 24 in September.

Challenges: Making face-to-face contact with agency leaders.

Modifications: The original outcome read ten (10) natural supports per week, which was a typing error. It should have read ten (10) per month, on average. The original outcome has been modified on this report.

Objective #8: Develop one (1) comprehensive reporting system (marketing strategy) per quarter by:

Target Date: 06-30-2011
Objective Met: Yes No Pending

Progress: The director and Risk Reduction Specialist (RRS) targeted one (1) community group during the 1st quarter, which included developing a survey and talking points.

Discussion / Current Activities: The director and Risk Reduction Specialist (RRS) have met to review marketing concepts and agency direction. The agency has decided to target local law enforcement agencies.

Challenges: It took a little longer than anticipated to review the marketing strategies and to select a target group and method for communicating with them.

Modifications: The agency would like to modify its original target number, with the objective reading two (2) comprehensive reporting systems in FY2011.

Outcome Goals

Goal: Implement and maintain evidenced based programming in the Fourth Judicial District that has a positive impact on the offending population, thus increasing their achievements both individually and cumulatively.

Objective #1: Agency staff shall demonstrate improvement in their ability to incorporate motivational interviewing skills and techniques into their daily activities by:

Target Date: 06-30-2011
Objective Met: Yes No Pending

Progress:

Target	1 st Quarter	2 nd Quarter	3 rd Quarter	Year End
1.73	N/A			

Discussion / Current Activities: Each staff member's MI skills are assessed by an outside contractual provider three (3) times per year. The assessment includes a strategy count and score utilizing the BECCI scoring instrument.

Challenges: No assessments were conducted during the 1st quarter

Modifications: No modifications in the 1st quarter

Objective #2: Agency staff shall demonstrate improvement in their ability to accurately administer the LSI-R on or before:

Target Date: 06-30-2011
Objective Met: Yes No Pending

Progress:

Target	1 st Quarter	2 nd Quarter	3 rd Quarter	Year End
3.82	4.13			

Discussion / Current Activities: Each staff member's LSIR administration skills are assessed by the ISO II three (3) times per year. The assessment includes an overall score and individual scoring error per assessment.

Challenges: No challenges during the 1st quarter

Modifications: No modifications during the 1st quarter

Objective #3: Agency staff shall demonstrate improvement in their ability to accurately develop offender case supervision plans on or before:

Target Date: 06-30-2011
Objective Met: Yes No Pending

Progress:

Target	1 st Quarter	2 nd Quarter	3 rd Quarter	Year End
N/A	N/A			

Discussion / Current Activities: Each staff member's case supervision plan development skills are assessed by the ISO II three (3) times per year. The assessment will includes an overall score per assessment.

Challenges: Agency staff has not yet received the initial case supervision plan training, which is deemed necessary prior to evaluating their individual performance. This training was pending with KDOC. The agency hopes to participate in this training during the 2nd quarter of FY2011.

Modifications: No modification during the 1st quarter

Objective #4: Agency staff shall demonstrate improvement in their ability to facilitate cognitive education classes on or before:

Target Date: 06-30-2011
 Objective Met: Yes No Pending

Progress:

Target	1 st Quarter	2 nd Quarter	3 rd Quarter	Year End
86.20%	N/A			

Discussion / Current Activities: Through an MOU with Riley County Community Corrections (RCCC) the agency's T4C program shall be assessed by RCCC staff utilizing the Group Process Inventory (GPI). The GPI provides measurement feedback in ten (10) separate domains related to group facilitation.

Challenges: The lack of a timely T4C class, as the agency waits on the necessary referrals

Modifications: No modifications during the 1st quarter

Objective #5: 75% of the offenders who participate in the cognitive education class in FY2011 (requires the opportunity for offenders to complete the program) will increase in their knowledge regarding their cognitive abilities by:

Target Date: 06-30-2011
 Objective Met: Yes No Pending

Progress:

Target	1 st Quarter	2 nd Quarter	3 rd Quarter	Year End
75%	0%			

Discussion / Current Activities: Zero (0) offenders were served in the T4C class during the 1st quarter.

Challenges: A lengthy closed-ended curriculum, coupled with clients that are frequently detained, abscond, or sent to treatment. Staff and clients remaining motivated during the 22 sessions.

Modifications: The agency recently modified the referral and screening protocols related to the T4C group. The agency implemented a 90-day waiting period and MTC group with goal of preparing the group. Additionally, the agency will implement some new group dynamics regarding attendance, participation, and sanctioning.

Objective #6: 75% of the offenders that successfully complete the cognitive education group in FY2011, and are available to participate in a reassessment or discharge LSI-R, will lower their total LSI-R score by:

Target Date: 06-30-2011
 Objective Met: Yes No Pending

Progress:

Target	1 st Quarter	2 nd Quarter	3 rd Quarter	Year End
75%				

Discussion / Current Activities: Zero (0) offenders participated in the T4C class; therefore, no clients were available for reassessment.

Challenges: A lengthy closed-ended curriculum, coupled with clients that are frequently detained, abscond, or sent to treatment. Staff and clients remaining motivated during the 22 sessions.

Modifications: The agency recently modified the referral and screening protocols related to the T4C group. The agency implemented a 90-day waiting period and MTC group with goal of preparing the group. Additionally, the agency will implement some new group dynamics regarding attendance, participation, and sanctioning.

Objective #7: 90% of the offenders referred to the Offender Workforce Development Program (OWDP) in FY2011, who are available to participate, will successfully graduate (Successful graduation identified as completing the intake, and all five group sessions) from the program by:

Target Date: 06-30-2011
 Objective Met: Yes No Pending

Progress:

Target	1 st Quarter	2 nd Quarter	3 rd Quarter	Year End
90%	NA			

Discussion / Current Activities: Zero (0) offenders graduated from the class in the 1st quarter; however, five (5) are pending.

Challenges: The lack of referrals

Modifications: Steps will be taken to inform staff and to find solutions to the lack of referrals.

Objective #8: 70% of the offenders who successfully graduate from the Offender Workforce Development Program (OWDP) in FY2011, and are eligible to seek employment, (eligible - being physically and logistically able to seek employment) will secure full-time employment within 90 days of their graduation by:

Target Date: 06-30-2011
Objective Met: Yes No Pending

Progress:

Target	1 st Quarter	2 nd Quarter	3 rd Quarter	Year End
70%	NA			

Discussion / Current Activities: Zero (0) offenders graduated from the class in the 1st quarter; however, five (5) are pending.

Challenges: The lack of referrals

Modifications: Steps will be taken to inform staff and to find solutions to the lack of referrals.

Objective #9: 80% of the offenders enrolled in the Offender Workforce Development Program (OWDP), and eligible to secure employment in FY2011, (eligible defined as securing a full-time job) will retain their position for a minimum of 30 days – compared to:

Target Date: 06-30-2011
Objective Met: Yes No Pending

Progress:

Target	1 st Quarter	2 nd Quarter	3 rd Quarter	Year End
80%	NA			

Discussion / Current Activities: Zero (0) offenders graduated from the class in the 1st quarter; however, five (5) are pending.

Challenges: The lack of referrals

Modifications: Steps will be taken to inform staff and to find solutions to the lack of referrals.

Objective #10: 95% of the offenders who successfully graduate from the Offender Workforce Development Program (OWDP) in FY2011, and are eligible to complete the post-test, will increase their post-test scores as compared to their pre-test scores by:

Target Date: 06-30-2011
 Objective Met: Yes No Pending

Progress:

Target	1 st Quarter	2 nd Quarter	3 rd Quarter	Year End
95%	NA			

Discussion / Current Activities: Zero (0) offenders graduated from the class in the 1st quarter; however, five (5) are pending.

Challenges: The lack of referrals

Modifications: Steps will be taken to inform staff and to find solutions to the lack of referrals.

Objective #11: 70% of the offenders that successfully complete the Offender Workforce Development Program (OWDP) in FY2011, and are available to participate in a reassessment or discharge LSI-R, will lower their score in the Education / Employment (EE) domain by:

Target Date: 06-30-2011
 Objective Met: Yes No Pending

Progress:

Target	1 st Quarter	2 nd Quarter	3 rd Quarter	Year End
70%	NA			

Discussion / Current Activities: Zero (0) offenders graduated from the class in the 1st quarter; however, five (5) are pending.

Challenges: The lack of referrals

Modifications: Steps will be taken to inform staff and to find solutions to the lack of referrals.

Objective #12: Reduce the number of conditional violators in the Fourth Judicial District by 25%, or 13 in FY2011

Target Date: 06-30-2011
 Objective Met: Yes No Pending

Progress:

Target	1 st Quarter	2 nd Quarter	3 rd Quarter	Year End
38	6			

Discussion / Current Activities: Offenders are supervised per standards and referred to agency resources / interventions to meet the risk / needs identified in the LSIR, with the goal of reducing the number of conditional violators sent to prison.

Challenges: No challenges during the 1st quarter

Modifications: No modifications during the 1st quarter