



**Cass/Pulaski**  
**Community Corrections**  
**Annual Report**

**FY2019**

**July 1, 2018 to June 30, 2019**

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# **I. Agency Information**

## **Agency Description**

Cass/Pulaski Community Corrections is located at 520 High Street, Logansport, Indiana. The Director of the department is Dave Wegner.

In 1992, the Cass County Probation Department began supervising offenders on electronic monitoring home detention. The Cass Superior Court initiated this program to provide an alternative sentencing option in lieu of incarcerating non-violent offenders in the Cass County Jail. In 1994, the Cass County Probation Department began a partnership with the court system in Pulaski County agreeing to supervise offenders sentenced to electronic monitoring home detention. This partnership progressed, and, in 1995, Cass County and Pulaski County made a joint application with the Indiana Department of Corrections to form Cass/Pulaski Community Corrections. Cass/Pulaski Community Corrections was formally established, in 1996. In addition to offering electronic monitoring home detention, Cass/Pulaski Community Corrections began providing other alternative sentencing programs including community service, juvenile programs, and adult work release.

Currently, the Cass/Pulaski Community Corrections Department provides several community-based programs that aim to provide rehabilitative programming for offenders in our local criminal justice system and offenders transitioning from the Indiana Department of Corrections. At any one time the department's home detention program supervises up to one hundred (100) adult and/or juvenile offenders, fifty-two (52) offenders through the residential work release program, and ten (10) offenders through its community service program.

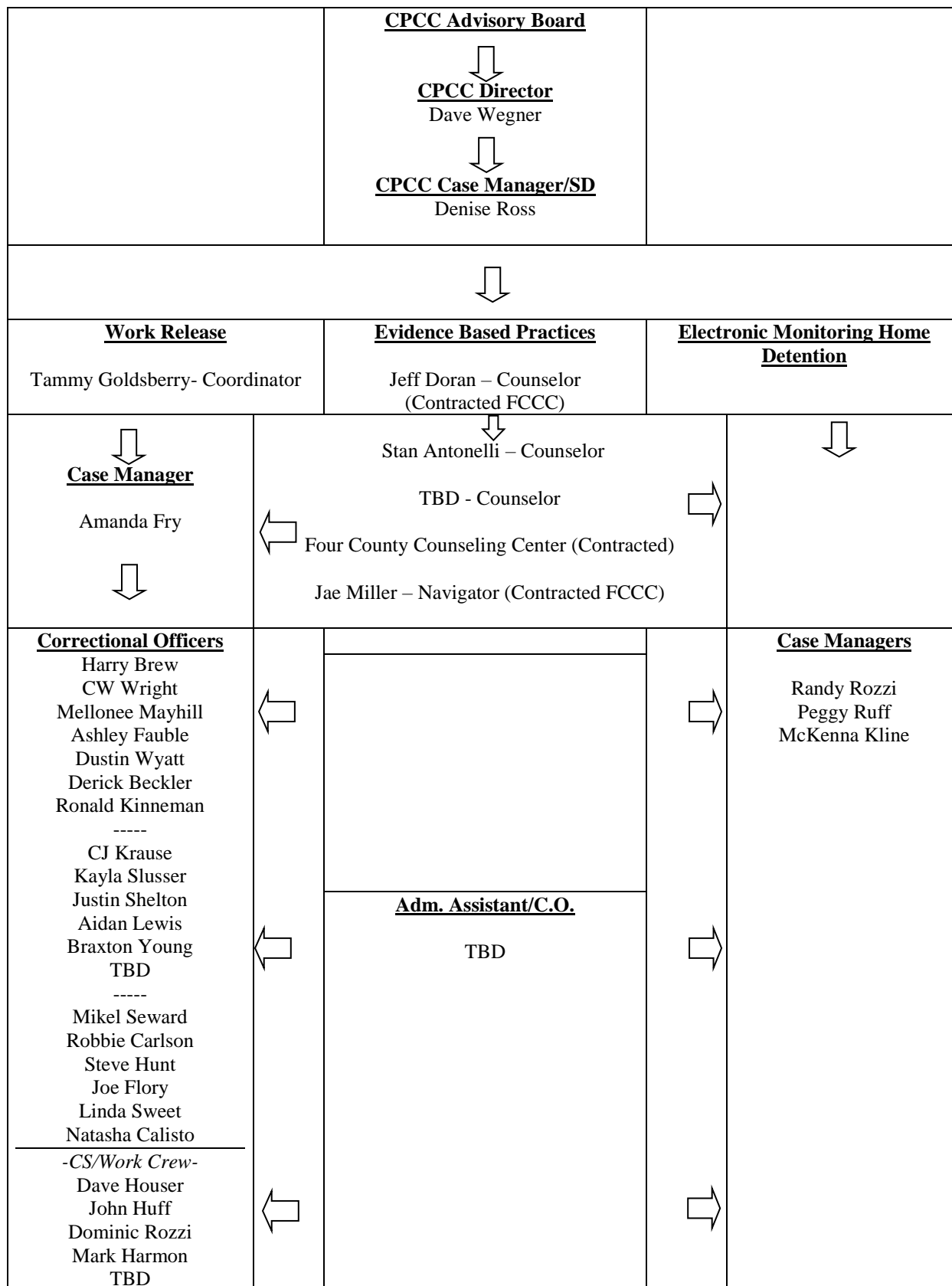
The department utilizes the "best practices" philosophy. All clients enrolled into community corrections programming undergo the Indiana Risk Assessment (IRAS), a risk/needs assessment, and are administered a case plan. The department facilitates programming to address their rehabilitative needs. Programming includes assisting the clients in obtaining employment; facilitating evidence-based courses that address substance abuse and cognitive behavioral issues; and aid in community peer support programs.

## Advisory Board Members

<u>Position</u>	<u>Member</u>	<u>County</u>	<u>Term</u> <u>Exp.</u>	<u>E-mail Address</u>
Appointment : Office Holder				
County Sheriff	Ed Schroder	Cass	N/A	<a href="#">[Redacted]</a>
	Jeff Richwine	Pulaski	N/A	
Prosecuting Attorney	Lisa Swaim	Cass	N/A	
	Daniel Murphy	Pulaski	N/A	
Mayor Pop. City	Mercedes Brugh Ap	Cass	N/A	
	Open	Pulaski	N/A	
Dir. Of Welfare	Brian Brown	Cass	N/A	
	Open	Pulaski	N/A	
JDAI	Will Scott	Cass	N/A	
	Natalie Federer	Pulaski	N/A	
Appointment: Circuit Court Judge				
Criminal Judge	Richard Maughmer	Cass	2022	
	James Muehlhausen	Cass	2020	
	Chrystal Kocher	Pulaski	2020	
Juvenile Judge	Stephen Kitts	Cass	2023	
	Mary Welker	Pulaski	2023	
Juvenile Correct. Facility	Eric Courtney	Cass	2024	
	Open	Pulaski	N/A	
Appointment: County Executive				
Public Defender	Sheryl Pherson	Cass	2022	
	Open	Pulaski	N/A	
Victim	Open	Cass	N/A	
	Open	Pulaski	N/A	

Ex. Offender	Eric Regan	Cass	2022
	Lisa Buda	Pulaski	2020
County Council	Mike Stajduhar	Cass	2022
	Open	Pulaski	N/A
Probation Officer - Adult	Terry Haney	Cass	2020
	Chris Allen	Pulaski	2022
Probation Officer - Juvenile	Will Scott	Cass	2022
	Chris Allen	Pulaski	2022
Education Administer	Open	Cass	N/A
	Dan Foster	Pulaski	2020
Mental Health Adm.	Dr. Carrie Cadwell	Cass/Pulaski	2022
	Bethany Schoenrodt	Cass/Pulaski	2022
Lay Person	Ryan Browning	Cass	2022
	Kelly Stephenson	Cass	2020
	Open	Pulaski	N/A
	Open	Pulaski	N/A

## Agency Organizational Chart



**Employee Roster:**

NAME	POSITION	WORK STATUS
David Wegner	Director	Full Time
Denise Ross	Case Manager - Intake Coordinator/ PREA and Quality Assurance Coordinator	Full Time
Randy Rozzi	Home Detention Case Manager	Full Time
Peggy Ruff	Home Detention Case Manager	Full Time
McKenna Kline	Home Detention Case Manager	Full Time
Tammy Goldsberry	Work Release Coordinator	Full Time
Amanda Fry	Work Release Case Manager	Full Time
Harry Brew	Correctional Officer - Supervisor	Full Time
CJ Krause	Correctional Officer - Supervisor	Full Time
Kayla Slusser	Correctional Officer	Full Time
Mikel Seward	Correctional Officer - Supervisor	Full Time
TBD	Correctional Officer	Full Time
Dave Houser	Correctional Officer - Work Crew	Full Time
CW Wright	Correctional Officer	Part Time
Mellonee Mayhill	Correctional Officer	Part Time
Ashley Fauble	Correctional Officer	Part Time
Dustin Wyatt	Correctional Officer	Part Time
Derick Beckler	Correctional Officer	Part Time
Ronald Kinneman	Correctional Officer	Part Time
Justin Shelton	Correctional Officer	Part Time
Aiden Lewis	Correctional Officer	Part Time
Braxton Young	Correctional Officer	Part Time
TBD	Correctional Officer	Part Time
Robbie Carlson	Correctional Officer	Part Time
Steve Hunt	Correctional Officer	Part Time



Joe Flory	Correctional Officer	Part Time
Linda Sweet	Correctional Officer	Part Time
Natasha Calisto	Correctional Officer	Part Time
TBD	Correctional Officer	Part Time
TBD	Correctional Officer	Part Time
Mark Harmon	Correctional Officer – Work Crew	Part Time
John Huff	Correctional Officer – Work Crew	Part Time
Dominic Rozzi	Correctional Officer - Work Crew	Part Time
TBD	Correctional Officer – Work Crew	Part Time
Jeff Doran	Counselor – Contracted 4CCC	Full Time
Stan Antonelli	Counselor	Part Time
TBD	Counselor	Part Time
Jae Miller	Navigator - Contracted 4CCC	Full-Time
TBD	Correctional Officer Administrative Assistant	Part Time

### **Agency Staffing Plan:**

The Cass/Pulaski Community Corrections Staffing Plan is designed to provide a measurement in the appropriateness and level of personnel. This report begins its study by providing general information of the organization then examines the department’s financial and client population trends and how they relate to staffing needs.

The Administrative section of the department currently comprises of three (3) staff; the Director, the Case Manager with the special duties of intake, and the Correctional Officer/Administrative Assistant(s). The Director is responsible for the overall operation of the department. Duties include grant writing, budget preparation, supervision of staff, and program compliance. The Case Manager is responsible in determining client eligibility and placement and serves as the Quality Assurance Coordinator and PREA Coordinator. The Administrative Assistant(s) works as a correctional officer with additional duties in bookkeeping and assisting the Director and staff in the functionality of the department.

The Counseling section of the department currently facilitates cognitive behavioral and/or substance abuse programming. The leader of the section is a contracted full-time employee of the Four County Counseling Center who is classified as a therapist with a master’s degree. This position administers risk needs assessments on clients, assigns clients into appropriate treatment programs, facilitates some of the treatment programs, and monitors staff reliability and effectiveness. Additionally, this position facilitates the department’s Learning Teams.

Assisting the lead therapist are two (2) part time therapist/counselors and contracted counselors from the Four County Counseling Center. Said positions main functions are to facilitate the department's catalog of evidence-based programs i.e. New Directions, Thinking for a Change, Relapse Prevention, Beyond Trauma.

Finally, the agency contracts with the Four County Counseling Center on the position of Navigator. This position is contracted as a full-time employee who is responsible for evaluating and monitoring clients into the Recovery Works and state health insurance programs.

The Home Detention section is led by three (3) Case Managers. Each Case Manager maintains a case load of no more than forty (40) clients. Responsibilities of the Case Managers include assessing client needs (risk/needs assessments), placing them into appropriate programming, and the monitoring of their activities. Correctional Officers assist Case Managers, and are responsible for contacting clients while in the community and verifying that they are abiding by the terms and conditions of the program. Contacts include inspection of the client's home, collection of urine screens and testing for illegal substances. Department policy requires clients, based on risk level, to receive four (4) to eight (8) community visits per month. On average field officers' conduct four hundred fifty (450) community contacts per month.

The Work Release section operates on three (3) shifts. The first shift operates from 7:00 a.m. to 3:00 p.m., the second shift operates from 3:00 p.m. to 11:00 p.m., and the third shift operates from 11:00 p.m. to 7:00 a.m. This section is led by the Work Release Coordinator. The Work Release Coordinator is responsible for the operation of the Work Release facility. Duties included training and scheduling of staff, monitoring of clients, and ensuring the facility is operating by acceptable standards.

The Work Release Coordinator is assisted by one (1) Case Manager and twenty-seven (27) Correctional Officers. The Work Release Case Manager's responsibilities include developing and monitoring clients case plan, monitoring of clients behaviors and coordinating with the counseling department ensuring that clients are in appropriate programming.

There currently exist six (6) full time Correctional Officers and twenty-one (21) part time Correctional Officers. The first and second shifts operates with two (2) full time Correctional Officers while the third shift operates with one (1) full time Correctional Officer. Full Time Correctional Officers are designated as supervisors or "Officers in Charge" (OIC) and are responsible for the safety and security of the clients and facility. Each shift operates with at least three (3) full and/or part time officers. Two (2) officers remain in the facility while the third officer is stationed in the community conducting client field visits and/or community service projects.

Standards set out by the Prison Rape Elimination Act (PREA) mandates that each shift contain at least one (1) female officer and one (1) male officer. PREA further mandates that staff adequately and appropriately monitor clients ensuring the prevention of sexual abuse. Other duties performed by correctional officers include general supervision of clients.

Finally, the Community Service/Work Crew program is operated by one (1) full time and two (2) part time Correctional Officers.

## - Staffing Hours

Further examination identifies that the department's personnel averages one thousand and thirty-four (1,034) of work hours per week. The Department currently works one hundred and ten (110) hours per week on Administrative matters, ninety-five (95) hours per week on Counseling, one hundred and five (105) hours on Home Detention, six hundred and forty-seven (647) hours on Work Release, and seventy-seven (77) hours on Community Service/Work Crew.

Said hours break down to sixty-three percent (63%) of this time being committed to the Work Release program, ten percent (10%) of this time being committed to the Home Detention program, eleven percent (11%) of this time being committed to Administrative, nine percent (9%) of this time being committed to our Counseling programs, and seven percent (7%) to the Community Service/Work Crew programs.

Although our hours per week have increased by eighty-four (84) hours since our last examination (2017), the percentages by component remains nearly identical with studies conducted in 2014 and 2017.

The one thousand one hundred and three (1,034) hours a week required to operate the department is currently accomplished by thirty-nine (39) employees; fifteen (15) full time, of which two (2) are contracted, and twenty-four (24) part time.

The department justifies the aforementioned staffing allocations through careful examination of client population verses department polices on supervision.

In evaluating staff, the department has classified each position as critical to the mission, important to the mission, or as organizational support. The department identified that 85% of staff have been labeled as critical to the department's mission, 15% are identified as Important to the department's mission.

It should be noted that the aforementioned description of staffing hours is what the department refers to when submitting annual fiscal budgets. However, trends identify that the department usually operates around 90% of staffing capacity. This is a result of the agency's high turnover in our part time correctional officer pool and administrations monitoring of the department's fiscal standing. The Department remains cognitive in attempting to keep personnel cost at or below 70% of the overall budget and to avoid incurring an annual deficit.

	<b>Hours Per Week</b>	
	Hours Per Week	
Administrative	<b>110</b>	
Counseling	<b>95</b>	
Home Detention	<b>105</b>	
Work Release	<b>647</b>	
Administrative	<b>70</b>	
First Shift	<b>220</b>	
Second Shift	<b>210</b>	
Third Shift	<b>147</b>	
Community Service/ Work Crew	<b>77</b>	
Total	<b>1,034</b>	

## **- Financial**

Analysis of the agencies fiscal trends from Fiscal Year 2015 to Fiscal Year 2019 identify revenue and expenses have moved from a revenue surplus to a revenue/expenses neutral outcome. Projections identify that in the coming years expenses will outpace revenue.

It has been identified that during this period revenue increased \$133,512.00. While this increase can be mostly attributed to additional IDOC grant funding received beginning in FY16 it is also worthy to note that project income has seen periods of growth ranging from 5% to 10% per year. It is believed that this increase of project income can be credited to a 6% increase in clients served.

In regards to expenditures, it has been identified that the personnel series generated the biggest impact of expenses with a 25% cost increase of \$189,469.93. Staffing increases and raises in salaries are the biggest contributors to this increase. Prior staffing reviews revealed that salaries were below the average of other state community corrections agencies. In efforts to retain staff the Advisory Board committed to establish the director, coordinators, and case managers at the salary scale of the state probation officers. Additionally, the salaries of the agency's correctional officers were increased comparable to the salary scale of the Cass County Jail.

During this period professional services also showed a significant cost surge of 34% at \$83,704.04. Said increase can be traced to additional cost in the GPS monitoring and facility repair.

Additionally, applicable data identifies that during this period 67% of our expenditures were allocated for personnel cost and our grant verse project income ratio is nearly equal.

While FY 2018-2019 concluded with a revenue increase of \$52,000.00 increasing cost associated with personnel salaries leads the agency to forecast financial losses in the coming years. It is projected that personnel cost will continue to rise 5% to 8% annually until FY21. Without equivalent increase in revenue it is projected the agency will incur annual losses ranging from \$50,000.00 to \$100,000.00 per year. It is believed that after FY21 the employee salary scale will level off resulting in a fixed control of personnel cost.

The aforementioned Financial Information can be found under *Budget Summary and Trends on page 42.*

## **- Staffing Plan Conclusion**

That it is the conclusion of this study that current population trends and policies of supervision allow the department to function at an acceptable level with staff working a budgeted one thousand and thirty-four (1,034) hours per week. Evidence to support this claim is that the department has passed all quality assurance measurements. As a measure of quality assurance the department is annually audited by the IDOC in financial practices and in general supervision of clients. The department has positive findings in all financial audits and programming audits. While standards are currently being met it is recommended that the department continue to monitoring this measurement. It is expected that industry regulations will call for increased staffing. It is believed to ensure optimal staffing efficiency the agency is in need of an additional full time correctional officer and an administrative case manager/supervisor.

## **Staff Surveys:**

In attempting to determine the effectiveness of our agency, quarterly surveys are collected from employees. Areas of information received include job satisfaction, financial compensation, and client supervision. The following are the most recent results:

- Majority of Staffing is satisfied in their job.
- Majority of Staffing stated that their financial compensation is in need of improvement.
- Majority of Staffing stated that they are in need of additional training to effectually monitor clients.

## **Mission Statement & Vision Statement:**

### **Mission Statement**

Cass/Pulaski Community Corrections is committed to improving the quality of life of the clients and the community by applying effective evidence based programs that produce positive choices, constructive behavior, and accountability from the clients, thereby reducing their criminal actions.

### **Vision Statement**

To beat all aspects of recidivism

## **CPCC Strategic Plan:**

*To best provide services to our clientele, Cass/Pulaski Community Corrections will continually improve upon infrastructure of technology and the department's physical plant.*

1. By July 1, 2019 the CPCC Department will enhance its department website to include interactive access i.e. client access to request for eligibility, program rules and forms.
2. By July 1, 2020 the CPCC Department will enhance the clientele database to best collect and analyze client behavior. (Expanding Barcoding-GPS Technology)
3. By July 1, 2020 the CPCC Department will add space to house five (5) additional employees i.e. case managers, therapist.
4. By July 1, 2020 the CPCC Department will expand the current work release facility by an additional twelve (12) male beds.
5. By July 1, 2020 the CPCC Department will partner with the Pulaski County Sheriff's Department to return the Pulaski County Jail Work Release Program to a community correction program and expand beds and treatment services.

***To best provide services to our clientele, Cass/Pulaski Community Corrections will continually improve upon the implantation of evidence-based practices.***

1. By December 31, 2020 the CPCC Department will enhance employee learning teams by creating an additional component of ten (10) hours per year of direct observation and role playing.
2. By July 1, 2020 the CPCC Department will ensure that all full-time personnel and contracted counselors are certified in the IRAS, Effective Communication and Motivational Strategies, and Thinking for a Change programs.
3. By July 1, 2020, to assist in the continuum of rewards and sanctions and in the supervision of low risk offenders, the CPCC Department will implement the additional component of Day Reporting.
4. By July 1, 2020, to assist in the creation of a therapeutic community program in the Cass and/or Pulaski County Jails.

***To best provide services to our cliental, Cass/Pulaski Community Corrections will continually seek and maintain adequate funding for operations.***

1. By July 1, 2020 the CPCC Department will maintain current funding from the Indiana Department of Corrections.
2. By July 1, 2020 the CPCC Department will identify \$10,000.00 of annual departmental expenditures that can be exhausted from the current budget.
3. By July 1, 2020 the CPCC Department will collaborate with the Cass and Pulaski Counties Probation Department in program services with the sharing of expenditures in the amount of \$10,000.00.

***To best provide services to our clientele, Cass/Pulaski Community Corrections will continually meet high standards of performance in its work release, home detention, and community service programs.***

1. By July 1, 2019 and July 1, 2020 the CPCC Department will be identified by the Indiana Department of Corrections as a Level 1(a) Community Corrections Agency.
2. By July 1, 2019 and July 1, 2020 the CPCC Department will obtain a score of 90% or higher in the Program Audit conducted by the Indiana Department of Corrections.
3. By July 1, 2019 and July 1, 2020 the CPCC Department will pass fiscal audits conducted from the Indiana Department of Correction and the Indiana State Board of Accounts.
4. By July 1, 2019 the CPCC Department will pass the residential facility audit conducted by the Indiana Association of Community Corrections Act Counties (IACCAC).

5. By July 1, 2020 the CPCC Department will pass the residential facility PREA audit conducted by the United States Department of Justice. If applicable.

***To best provide services to our clientele, Cass/Pulaski Community Corrections will continually improve upon the implantation of the Probation/Community Corrections Collaboration Plan.***

1. By July 1, 2020, it is the goal of Cass/Pulaski Community Corrections to add supplemental therapeutic programming into the local jails and probation departments. Said act to provide cognitive behavioral and substance abuse treatment to clients identified as higher risk, and that upon reduction of risk, are timely assigned and transferred into proper level of supervision. I.e. residential work release, electronic monitoring home detention, day reporting, or probation.
2. By July1, 2020 it is the goal of Cass/Pulaski Community Corrections to collaborate on a matrix on sanctioning for violations of probation and community corrections. That said matrix will coordinate the type of violation to the clients risk/need while ensuring that appropriate community supervision placement is provided.
3. By July 1, 2020 the Cass/Pulaski Community Corrections and the Cass and Pulaski County Probation Departments will generate an integrated graduation sanction policy that encompasses the local criminal justice system.

### **Agency Accomplished Goals and Objectives:**

- Financial trends identify that during the past five (5) years the agency has annually increased revenue at 10% and expenditures at 8%. However, trends identify that beginning in Fiscal Year 2020 the agency's expenses are projected to outpace revenue.
  - It is recommended that the department continue monitoring ensuring that revenue and expenditures remain neutral. It is projected that increase in personnel cost in the coming years will require the agency to examine avenues to generate additional income i.e. increase in grant funding, increase in program user fees, cuts in the agency's supply, service, and/or capital expenditures and/or transfer of cost to the county general and/or other funding sources.
- Past reviews identified the need to align our salaries with surrounding agencies. In response, since FY15, the agency's overall personnel expenditures have increased by thirty-eight percent (38%).
  - It continuing our commitment in employee salaries it is projected that until FY21 salary cost will continue rise annually 5% to 8%. It is at this point it the agency's salary scale should level off.

- In recognition that trends identify expenses are outpacing revenue the agency has increased revenue by \$70,000.00. This act has been accomplished by increasing program user fees and identifying savings through the readjustment of vendor contracts.
- As a measure of quality assurance the department is annually audited in our financial practices and supervision of clients. The department has passed all financial audits administered by the IDOC and State Board of Accounts and the department's most recent IDOC programming audit resulted in a ranking above the state average.
- Prior reports identified a staffing need for a sixth (6<sup>th</sup>) full time correctional officer with duties of client supervision. In August 2019 the Department converted the position of full time correctional officer with administrative duties to duties of client supervision. Administrative functions have been absorbed by the Work Release Coordinator, Intake Coordinator, and part time personnel. This act now provides the department with two (2) full time staff on two (2) of the three (3) shift and one (1) work crew coordinator. All shifts remain supported with part time personnel. Additionally, funding for employee health insurance and the position of a full time correctional officer were requested in our IDOC FY20 Community Corrections Grant Application.
- In efforts of efficiency the Department removed the designation of Field Officer and reassigned this position to Correctional Officer. A review of practices identified that hiring employees with the specific duty of a Field Officer i.e. meeting clients in the community to ensure compliance with program rules was not resourceful. Said employees became unreliable to report to work on assigned days and times which resulted in the department not meeting monthly contact measurements. In response all "Field Officers" were reassigned to "Correctional Officers". Correctional Officers are assigned a specific shift with staffing of three (3) to four (4) officer per shift. At least two (2) officers remain in the control room to monitor the operation of the work release facility while the remaining officers will conduct field visits, assist with community service/work crew projects, conducting cognitive behavioral programming/process groups, and transport clients. This maneuver has led to a more centralized system of supervision and monitoring of staff.
- In regards to the Prison Rape Elimination Act (PREA), it is believed that the work release department can effectively supervise clients with a staffing of three (3) officers per shift.
  - It is recommended that the Department continues with said staffing and monitoring for effectiveness.



## II. Agency Summary Information

### Statistical Summary

#### Total Number of Clients on Supervision Summary Five Year (5) Trend:

(all components and all offense levels):

	Number of Participants				
	FY19	FY18	FY17	FY16	FY15
Total Individual Participants Served*	478	466	465	450	432
Community Service Restitution	102	151	108	108	128
Number of Community Service Hours Completed	11,221	15,380	12,558	14,006	15,242
Community Transition Program -Numbers Entered Into WR/HD Component-	66	55	71	51	46
Electronic Monitoring	248	234	227	222	220
Work Release	185	181	166	151	159
Juveniles	45	38	30	30	20
Other (specify)	0	0		0	0
Transfer out of agency	-	13	42	47	33

\*Individuals may be less than component totals due to transfers and dual component supervision

#### Completion for Component Statistics For Individual Participants Served for All Offense Levels Five (5) Year Trend:

(all components and all offense levels):

Completion Type	Successful	Did Not Complete	Other
FY15	242 (77%)	73 (23%)	1 (0%)
FY16	268 (73%)	92 (25%)	7 (2%)
FY17	328 (76%)	97 (22%)	7 (2%)
FY18	327 (79%)	77 (19%)	8 (2%)
FY19	368 (78%)	93 (20%)	8 (2%)

## Demographics FY19:

### Sex by Race for Agency:

	Black	White	Hispanic	Other	Total	Percentage Demographics of Gender
Females	4	94	2	3	103	22%
Males	12	303	30	30	375	78%
Total	16	397	32	33	478	100%
Percentage of Race Demographics	3%	83%	7%	7%	100%	

### Sex by Age at Intake for Agency:

	Under 17	18 to 20	21 to 30	31 to 40	41 to 50	51+	Total	Percentage Demographics of Gender
Females	8	3	29	34	26	3	103	22%
Males	37	17	122	106	48	45	375	78 %
Total	45	20	151	140	74	48	478	100%
Percentage Demographics of Age	9%	4%	32%	29%	16%	10%	100%	

\*Juveniles are not included in this data. Data can be found in the Component Section.

## Participants Served:

	Number of Participants	Percentage in Community Corrections
Total Level 1 Felons Served	0	0%
Total Level 2 Felons Served	6	1.4%
Total Level 3 Felons Served	10	2.5%
Total Level 4 Felons Served	35	5.2%
Total Level 5 Felons Served	68	14.2%
Total Level 6 Felons Served	183	38.2%
Total A Felons Served	3	0.6%
Total B Felons Served	32	6.6%
Total C Felons Served	9	1.8%
Total D Felons Served	9	1.8%
Total Misdemeanors Served	87	18.2%
Total Other	5	1.0%
Juveniles	45	9.4%
Transfer Out	-	
Pre-Trial	-	
Total Individual Participants Served	478	99.4%

\*Do to some participants serving multiple convictions on a sentence total number served exceeds client population.

All Felony Offenses Breakdown:	Percentage in Community Corrections
<b>Drug Related Offenses</b>	<b>39%</b>
<b>Alcohol Related Offenses</b>	<b>26%</b>
<b>Against Person</b>	<b>19%</b>
<b>Against Property</b>	<b>12%</b>
<b>Other Offense:</b>	<b>4%</b>
<b>Total Felony</b>	<b>100%</b>

### Statistical Summary IRAS and Risk Reduction:

**Include all individual participants served during FY2019**

	Total Completed	Average Initial Score	Average Discharge Score (if applicable)	Risk Reduction (%)
Screener	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
Community Supervision	<b>369</b>	<b>21</b>	<b>16</b>	<b>18.86%</b>
IYAS	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>
Total	<b>349</b>	<b>21</b>	<b>16</b>	<b>22%</b>

### Drug Screen Statistics:

	# Negative Samples	# Positive Samples	# Total Samples	% of Positive Samples
Alcohol	<b>2769</b>	<b>122</b>	<b>2891</b>	<b>4.4%</b>
Amphetamines/Meth.	<b>2702</b>	<b>196</b>	<b>2898</b>	<b>6.8%</b>
Barbiturates	<b>2871</b>	<b>7</b>	<b>2878</b>	<b>0.2%</b>
Buprenorphine	<b>2857</b>	<b>35</b>	<b>2892</b>	<b>1.2%</b>
Benzodiazepines	<b>2850</b>	<b>28</b>	<b>2878</b>	<b>1.0%</b>
Cocaine	<b>2878</b>	<b>14</b>	<b>2892</b>	<b>0.5%</b>
Fentanyl	<b>2856</b>	<b>21</b>	<b>2877</b>	<b>0.7%</b>
Methadone	<b>2872</b>	<b>6</b>	<b>2872</b>	<b>0.2%</b>
Opiates	<b>2834</b>	<b>60</b>	<b>2894</b>	<b>2.0%</b>
Oxycodone	<b>2878</b>	<b>14</b>	<b>2892</b>	<b>0.5%</b>
THC/Marijuana	<b>2646</b>	<b>253</b>	<b>2899</b>	<b>8.8%</b>
Tramadol	<b>2871</b>	<b>7</b>	<b>2878</b>	<b>0.2%</b>

*\*Sample Numbers include collections from both Cass/Pulaski Community Corrections and Cass County Probation.*

### **III. Component Summaries**

#### **Community Transition:**

##### **Description & Target Population:**

This program serves male and female adult offenders who are being released from the Indiana Department of Corrections through the Community Transition Program I.C. 11-8-1-5. The Department approves 90% of clients eligible for the program. Most clients are initially transferred from the IDOC and placed into the department's Work Release Program. Clients are assigned a case plan with a goal of further transition to Electronic Monitoring Home Detention before their scheduled release.

A total of sixty (60) clients were accepted into Community Transition during the 2018/2019 fiscal year. Demographics, statistical summary, and trends are identified in their appropriate categories.

#### **Community Service:**

##### **Description & Target Population:**

This program will focus on adults who have been convicted of felonies and misdemeanants and juveniles who have charges of delinquent or status offenses. Typically, this program is further used as an intermediate sanction for offenders who violate other community corrections programs.

Community Service is utilized as a rewards/sanction program. Population of this component consists of clients in the Work Release and Home Detention programs. During the 2018/2019 fiscal year a total of one hundred and thirty (130) clients were accepted into the Community Service program completing over fourteen thousand and six (14,006) hours of service. Demographics, statistical summary, and trends are identified in their appropriate categories.

This past year the department continued its natural beautification project. The department, utilizing its greenhouses, grew over seven thousand (7,000) flowers and plants for the community. The department placed and maintained throughout the summer over sixty (60) hanging baskets and forty (40) containers in the downtown Logansport area, thirty-three (33) hanging baskets and twenty-five (25) containers in the Logansport Southside Corridor, and thirty-two (32) baskets and twenty (20) containers placed in the Logansport Westside Corridor.

Additional flowers were planted around the local parks and other public locations and were maintained throughout the summer months. In addition to the traditional annual and perennial plants the department also grew over two hundred (200) vegetable plants which were donated to local non-profit agencies and community gardens. This summer the department continued the downtown beautification by planting and additional eight thousand (8,000) ground cover plants (Euonymus) for tree plots throughout the downtown.

The department continued its support of nonprofit and church affiliations with the participation of several projects. The department assembled grade level school supply packets for over one thousand (1,000) students for the Trinity Episcopal Church's School Supply Give-a-way, assisted in annual Twelve Mile Fourth of July



Lawnmower Race, set up and dismantled tents and booths for public events that were hosted by Logan's Landing, the community's civic event and improvement organization. The department also assisted in the planting of shrubs and perennials for the Logansport East Broadway Pocket Park and provided lawn/landscape maintenance of governmental properties and trail systems.



## **Home Detention:**

### **Description & Target Population:**

Target population for Home Detention is male/female moderate to low risk felony offenders convicted as level 2 through level 6 or B through D felonies.

At any one time the department supervises up to one hundred (100) adult and juvenile clients. Clients are directly supervised by three (3) full time case managers, one (1) full-time and one (1) part time therapist, and several field officers.

Clients are directly sentenced to this program through local courts and assigned via the Indiana Department of Corrections through their community transition and work release programs to assist offenders who are reentering the community. In order to be accepted into the program, the department will meet with the client and conduct a risk/needs assessment. If said assessment deems the client to be eligible for the program, the client will go through the intake process. Based on the risk/need assessment, a case plan will be developed and monitored throughout his/her term of sentence. The client's case plan will identify the rehabilitative needs of the client. Based on said needs, the department will target interventions through a catalog of evidenced based programming, life skills programming, peer support groups, and employment and community based services.

While in the home detention program, the client will remain inside his/her residence and only being released to go to his/her place of employment and for other activities approved by community corrections staff. The client will earn positive reinforcement passes that will allow him/her to enter into the community to visit with family and be involved in family functions i.e. children's activities. Additionally, clients are allowed to attend and/or participate in special activities i.e. treatment program, banking, doctor appointments, and special needs.

In addition to the general surveillance of offenders, all clients are monitored through electronic and telephonic equipment. Clients on the program are monitored through a global positioning satellite (GPS) system. The global positioning satellite (GPS) system is an active system. This equipment allows Community Corrections to track the client's movements throughout the community. In addition to the assigned case manager monitoring said electronic computer, twenty-four (24) hours a day seven (7) days a week, other Community Corrections employees review said electronic monitoring computer daily to ensure no violations or computer failures have occurred. As required by state statute all sex and violent offenders are monitored through this system.

## Statistics:

### Statistical Offense Summary:

CASS COUNTY		
Average Length of Stay on component: 111 days		
	Number of Participants	Percentage in Component
Total Participants Served (in component)		
Total Level 1 Felons Served	0	0%
Total Level 2 Felons Served	4	1.2%
Total Level 3 Felons Served	2	0.6%
Total Level 4 Felons Served	16	4.9%
Total Level 5 Felons Served	45	13.9%
Total Level 6 Felons Served	99	30.6%
Total A Felons Served	2	0.6%
Total B Felons Served	26	8.0%
Total C Felons Served	6	1.8%
Total D Felons Served	6	1.8%
Total Misdemeanors Served	45	13.9%
Juveniles	45	13.9%
Transfer Out	18	5.5%
Pre-Trial Participants	9	2.7%
Total Participants Served	323	99.4%

	Number of Participants	Percentage
High Risk	70	22%
Moderate Risk	159	49%
Low Risk	94	29%
Total	323	100%



## Demographics:

### Sex by Race for Component:

	Black	White	Hispanic	Other	Total	Percentage Demographics of Gender
Females	5	69	2	4	80	25%
Males	5	200	20	18	243	75%
Total	10	269	22	22	323	100%
Percentage of Race Demographics	3%	83%	7%	7%	100%	100%

### Sex by Age at Intake for Component:

	Under 17	18 to 20	21 to 30	31 to 40	41 to 50	51+	Total Demographics Gender	Percentage Demographics of Gender
Females	18	1	25	16	17	3	80	24%
Males	27	9	69	76	32	30	243	76%
Total	45	10	94	92	49	33	323	100%
Percentage Demographics of Age	14%	3%	29%	29%	15%	10%	100%	100%

### Completion for Component Statistics:

Completion Type	Total	Percentage
Successful	208	75%
Did not Complete	58	21%
Other	11	4%
Total	277	100%



<b>PULASKI COUNTY</b>		
Average Length of Stay on component: <b>66 days</b>		
	Number of Participants	Percentage in Component
Total Participants Served (in component)		
Total Level 1 Felons Served	<b>0</b>	<b>0%</b>
Total Level 2 Felons Served	<b>0</b>	<b>0%</b>
Total Level 3 Felons Served	<b>2</b>	<b>5.4%</b>
Total Level 4 Felons Served	<b>1</b>	<b>2.7%</b>
Total Level 5 Felons Served	<b>3</b>	<b>8.1%</b>
Total Level 6 Felons Served	<b>6</b>	<b>16.2%</b>
Total A Felons Served	<b>0</b>	<b>0%</b>
Total B Felons Served	<b>0</b>	<b>0%</b>
Total C Felons Served	<b>0</b>	<b>0%</b>
Total D Felons Served	<b>0</b>	<b>0%</b>
Total Misdemeanors Served	<b>10</b>	<b>27.0%</b>
Juveniles	<b>8</b>	<b>21.6%</b>
Transfer Out	<b>3</b>	<b>8.1%</b>
Pre-Trial Participants	<b>4</b>	<b>10.8%</b>
Total Participants Served	<b>37</b>	<b>99.9%</b>

	Number of Participants	Percentage
High Risk	<b>9</b>	<b>24%</b>
Moderate Risk	<b>19</b>	<b>51%</b>
Low Risk	<b>9</b>	<b>24%</b>
Total	<b>37</b>	<b>99%</b>

## Demographics:

### Sex by Race for Component:

	Black	White	Hispanic	Other	Total	Percentage Demographics of Gender
Females	<b>0</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>22%</b>
Males	<b>0</b>	<b>28</b>	<b>0</b>	<b>1</b>	<b>29</b>	<b>78%</b>
Total	<b>0</b>	<b>36</b>	<b>0</b>	<b>1</b>	<b>37</b>	<b>100%</b>
Percentage of Race Demographics	<b>0%</b>	<b>97%</b>	<b>0%</b>	<b>3%</b>	<b>100%</b>	<b>100%</b>

### Sex by Age at Intake for Component:

	Under 17	18 to 20	21 to 30	31 to 40	41 to 50	51+	Total Demographics Gender	Percentage Demographics of Gender
Females	2	0	1	3	2	0	8	22%
Males	6	2	4	7	6	4	29	78%
Total	8	2	5	10	8	4	37	100%
Percentage Demographics of Age	21%	5%	14%	27%	22%	11%	100%	100%

### Completion for Component Statistics:

Completion Type	Total	Percentage
Successful	10	62%
Did not Complete	5	32%
Unknown	1	6%
Total	16	100%

## **Work Release:**

### **Description & Target Population:**

Target population for Work Release is male/female moderate to high risk felony offenders convicted as level 2 through level 6 or B through D felonies.

The Cass/Pulaski Community Corrections Work Release Program is a standalone facility that is adjacent to the community corrections main office located at 520 High Street, Logansport, Indiana 46947.

The facility houses up to forty (40) males and twelve (12) females. Population of this component consists of clients who are directly sentenced from local courts and clients who are reentering via the Indiana Department of Corrections through their community transition and work release programs.

Clients are directly supervised by the coordinator of the program, one (1) full-time and one (1) part time therapist, one (1) full time case manager, and an average of three (3) correctional officers per shift.

In order to be accepted into the program the department will meet with the client and conduct a risk/needs assessment. If said assessment deems the client is eligible for the program the client will go through the intake process. Based on their risk/need assessment, a case plan will be developed and monitored throughout his/her term of sentence. The client's case plan will identify the rehabilitative needs of the client. Based on said needs, the department will target interventions through a catalog of evidenced based programming, life skills programming, peer support groups, employment, and community based services.

While in the work release program, the client will remain incarcerated and only be released to go to his/her place of employment and for other activities approved by community corrections staff. The client will earn positive reinforcement passes that will allow him/her to enter into the community to visit with family and be involved in family functions i.e. family/ children's activities. Additionally, clients are allowed to attend and/or participate in special activities i.e. banking, doctor appointments, and special needs with prior arrangement and documentation.

Outside state statutes, the department does not systemically deny clients admission based on type of offense i.e. violent or sex offenses. Clients identified as sex and/or violent offenders are monitored through a global positioning satellite (GPS) system. In determining if the client is an appropriate candidate for the program the department attempts to measure the clients risk to the community versus his/her motivation for treatment and programming.

<b>CASS COUNTY</b>		
Average Length of Stay on component: <b>89 days</b>		
	Number of Participants	Percentage in Component
Total Participants Served (in component)		
Total Level 1 Felons Served	<b>0</b>	<b>0%</b>
Total Level 2 Felons Served	<b>2</b>	<b>1.4%</b>
Total Level 3 Felons Served	<b>6</b>	<b>3.4%</b>
Total Level 4 Felons Served	<b>17</b>	<b>9.7%</b>
Total Level 5 Felons Served	<b>33</b>	<b>18.8%</b>
Total Level 6 Felons Served	<b>79</b>	<b>45.1%</b>
Total A Felons Served	<b>1</b>	<b>0.5%</b>
Total B Felons Served	<b>13</b>	<b>7.4%</b>
Total C Felons Served	<b>5</b>	<b>2.8%</b>
Total D Felons Served	<b>2</b>	<b>1.1%</b>
Total Misdemeanors Served	<b>14</b>	<b>8.0%</b>
Juveniles	<b>0</b>	<b>0%</b>
Transfer Out	<b>0</b>	
Total Pre-Trial Participants Served	<b>3</b>	<b>1.7%</b>
Total Participants Served	<b>175</b>	<b>99.9%</b>

	Number of Participants	Percentage
High Risk	<b>92</b>	<b>53%</b>
Moderate Risk	<b>60</b>	<b>34%</b>
Low Risk	<b>23</b>	<b>13%</b>
Total	<b>175</b>	<b>100%</b>

### Demographics:

#### Sex by Race for Component

	Black	White	Hispanic	Other	Total	Percentage Demographics of Gender
Females	<b>1</b>	<b>41</b>	<b>0</b>	<b>4</b>	<b>46</b>	<b>26%</b>
Males	<b>7</b>	<b>111</b>	<b>8</b>	<b>3</b>	<b>129</b>	<b>74%</b>
Total	<b>8</b>	<b>152</b>	<b>8</b>	<b>7</b>	<b>175</b>	<b>100%</b>
Percentage of Race Demographics	<b>5%</b>	<b>87%</b>	<b>5%</b>	<b>3%</b>	<b>100%</b>	<b>100%</b>

## Sex by Age at Intake for Component

	Under 17	18 to 20	21 to 30	31 to 40	41 to 50	51+	Total/Percentage Demographics of Gender
Females	0	3	14	16	12	1	46 26%
Males	0	7	47	40	18	17	129 74%
Total	0	10	61	56	30	18	175 100%
Percentage Demographics of Age	0%	9%	45%	26%	13%	7%	100%

## Completion for Component Statistics:

Completion Type	Total	Percentage
Successful	136	82%
Did not Complete	29	18%
Unknown	0	0%
Total	165	100%

PULASKI COUNTY		
Average Length of Stay on component: 158 days		
	Number of Participants	Percentage in Component
Total Participants Served (in component)		
Total Level 1 Felons Served	0	0%
Total Level 2 Felons Served	0	0%
Total Level 3 Felons Served	0	0%
Total Level 4 Felons Served	1	5%
Total Level 5 Felons Served	3	15%
Total Level 6 Felons Served	6	30%
Total A Felons Served	0	0%
Total B Felons Served	4	20%
Total C Felons Served	0	0%
Total D Felons Served	1	5%
Total Misdemeanors Served	3	15%
Juveniles	0	0%
Transfer Out	2	10%
Total Pre-Trial Participants Served	0	0%
Total Participants Served	20	100%

	Number of Participants	Percentage
High Risk	<b>5</b>	<b>25%</b>
Moderate Risk	<b>10</b>	<b>50%</b>
Low Risk	<b>5</b>	<b>25%</b>
Total	<b>20</b>	<b>100%</b>

## Demographics:

### Sex by Race for Component

	Black	White	Hispanic	Other	Total	Percentage Demographics of Gender
Females	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>20%</b>
Males	<b>0</b>	<b>14</b>	<b>1</b>	<b>1</b>	<b>16</b>	<b>80%</b>
Total	<b>0</b>	<b>18</b>	<b>1</b>	<b>1</b>	<b>20</b>	<b>100%</b>
Percentage of Race Demographics	<b>0%</b>	<b>90%</b>	<b>5%</b>	<b>5%</b>	<b>100%</b>	<b>100%</b>

### Sex by Age at Intake for Component

	Under 17	18 to 20	21 to 30	31 to 40	41 to 50	51+	Total/Percentage Demographics of Gender
Females	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>4 20%</b>
Males	<b>0</b>	<b>3</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>1</b>	<b>16 80%</b>
Total	<b>0</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>7</b>	<b>1</b>	<b>20 100%</b>
Percentage Demographics of Age	<b>0%</b>	<b>15%</b>	<b>20%</b>	<b>25%</b>	<b>35%</b>	<b>5%</b>	<b>100%</b>

## Completion for Component Statistics:

Completion Type	Total	Percentage
Successful	<b>11</b>	<b>69%</b>
Did not Complete	<b>5</b>	<b>31%</b>
Unknown	<b>0</b>	<b>0%</b>
Total	<b>16</b>	<b>100%</b>

## **IV. Principles of Effective Intervention Compliance & Quality Improvement Plan**

### **Assess Actuarial Risk/Needs**

Cass/Pulaski Community Corrections believes in the need to maintain an ongoing system of risk screening and needs assessment and that said assessments are most reliable when staff is formally trained.

Cass/Pulaski Community Corrections has implemented the Indiana Risk Assessment System (IRAS). The department has seven (7) staff members who are certified to administer this assessment.

All clients placed in community correction programming are assessed, and case plans are developed based on the results of the assessments. A review of client records indicates that, upon admittance into community corrections programs, clients are assessed in a timely manner and are being reassessed every six (6) months.

This past year all certified staff attended IRAS refresher training. The department trainer found that all staff was in compliance with the implementation of the instrument.

### **Enhance Intrinsic Motivation**

Cass/Pulaski Community Corrections believes that staff should communicate with clients in a responsive and constructive manner.

Cass/Pulaski Community Corrections has several staff that have yet to be certified in Motivational Interviewing techniques. However, all staff members attend refresher and training courses in motivational techniques. The department believes that a culture of enhanced intrinsic motion exists within the agency.

### **Target Interventions**

Cass/Pulaski Community Corrections believes that the staff should target interventions by prioritizing supervision and treatment resources for higher risk clients; target interventions to criminogenic needs; be responsive to temperament, learning style, motivation, gender, and culture when assigning programs; structure 40%-70% of high risk offenders time for three to nine months; and integrate treatment into full sentence/sanction requirements.

All clients are assessed using the Indiana Risk Assessment System. Based on said assessment a case plan is developed. Supervision and programming are based on the client's risk level. Best efforts are in place to keep higher risk clients from associating with lower risk clients. Motivational Interviewing techniques are applied when working with clients. It is believed that most high risk clients receive over one hundred fifty (150) hours of treatment/programming, most moderate risk clients receive one hundred (100) hours of treatment/programming and most low risk clients receive treatment/programming targeted towards their specific needs. The department practices a rewards/sanction system.

## **Skill Train with Directed Practice**

Cass/Pulaski Community Corrections believes that, in order to be effective, the department has to provide evidence-based programming that emphasizes cognitive behavioral strategies and is devolved by trained facilitators.

The department contains a catalog of evidence-based programs that applies to the needs of most of our clientele. All programs are facilitated by a certified trainer and vetted for its effectiveness. The department has access to a staff member who is a certified trainer for the IRAS instrument and the “Thinking for a Change” program. For a descriptive of facilitated programs please see section “Treatment Programs”.

## **Increase Positive Reinforcement**

Cass/Pulaski Community Corrections believes that, when learning new skills and making behavioral changes, most people respond better and maintain learned behaviors longer when provided with positive reinforcement.

The department practices positive reinforcement by rewarding clients in good standing with passes into the community. Passes are targeted around the clients identified pro-social practice, i.e. spending time with family.

Additionally, the department provides clients with positive feedback and complements. This practice is emphasized through mandatory monthly trainings and is monitored by supervising staff and client satisfaction surveys.

## **Engage Ongoing Support in Natural Communities**

Cass/Pulaski Community Corrections believes that clients are best served when they actively engage in pro-social support in their community.

One (1) staff member are certified in the facilitation of “Restorative Justice Conferences”.

The department encourages clients with substance abuse issues to attend community AA/NA meetings.

The department also facilitates the “Bridges to Recovery” program. This program is a treatment based peer support group. Meetings take place at the community corrections department and are open to program participants and the public. This program was initiated to give clients who have been released from community corrections programs an opportunity to participate in a community based peer support program.

Additionally, the department maintains a strong community service program. Clients spent over fourteen thousand (14,000) hours this past year assisting in projects that benefited the community.



## **Measure Relevant Processes/Practices**

Cass/Pulaski Community Corrections believes that accurate and detailed documentation of case information, along with a formal and valid mechanism for measuring outcomes, is the foundation of evidence-based practices.

Cass/Pulaski Community Corrections believes that measuring relevant practices is adequate. The department routinely examines clients files and activities, measures clients' behavior and their rates of success and failures, and collects and examines client satisfaction surveys. This past year, the Indiana Department of Corrections conducted an audit on Implementation of Evidence Based Practices. Said audit reflected that the department received a rating of 87% out of 100%.

## **Provide Measurement Feedback**

Cass/Pulaski Community Corrections believes that a multi-layer quality assurance system is essential to monitor the delivery of services and maintain fidelity and reliability.

The Department maintains a quality assurance committee that meets throughout the year ensuring the appropriate data is collected and analyzed. The department also partners with community corrections agencies from Clinton, Howard, Miami, Starke, Tipton, Wabash and White Counties to form the North Central Community Corrections Quality Assurance Team (NCCCQAT). The team convenes six (6) times per year to conduct training and refresher courses in evidence based programs. Additionally, the partnerships allows for peer audits that provide measured feedback.

The Department gathers data from the quality assurance reports, presents applicable information to staff, clients, and the Advisory Board and annually examines the effectiveness of programming and practices.

## V. Staff Training:

By policy each employee is mandated to attend training programs throughout the year. Most training is provided on-line through the Relias Learning Center. In addition to the on-line programs staff also participated in training facilitated by the North Central Community Corrections Quality Assurance Team (NCCCQAT), Indiana Association of Community Corrections Act Counties (IACCAC), Indiana Department of Corrections and in-house training.

A review of employee training files reveals that all employees achieved their mandated training requirements. This past year thirty-nine (39) staff members compiled over one thousand and thirty (1,643) hours of training.

Below is a brief synopsis of this past year's staff training:

Advance Motivational Interviewing	Managing Problems and Appraisals
Attitudes at Work	Managing Time, Energy, and Staff
Blood-borne Pathogens	Motivational Interviewing for Corrections Professionals
Civil Liabilities and the Disciplinary /Process in Corrections	Motivational Interviewing Refresher
Client/Patient Rights	Overview of Staff Misconduct in the Correctional Setting
Cognitive Behavioral Therapy – Introduction	Performance Goals and Standards for Correctional Supervisors
Communicating Essentials: Communicating Style Effectiveness	PREA: Investigation Protocols
Communicating Essentials: Navigating Conversations	PREA: Managing Inmates at Risk of Sexual Abuse
Communicating Essentials: The Effective Listener	PREA: Sexual Abuse: Dynamics, Detection, and Reporting
Confidentially and HIPPA	PREA: Staff Roles and Responsibilities Under
Confidentiality of Substance Use Treatment Information	the Prison Rape Elimination Act
Contraband Detection	PREA: What It Means for You and Your Agency
Co-Occurring Disorders: An Overview for	Problem Solving: Solutions in the Workplace
Conducting Effective Cell Searches	Preventing and Responding to Corrections-Based Sexual Abuse
Correctional Professionals	Report Writing in Corrections
CPR/First Aid	Role of the Correctional Officer
CPR Refresher	Security and Offender Management: Using Force in the
Customer Relations	Sexual Harassment in the Correctional Setting
Correctional Environment	Sexual Harassment in the Workplace
Defensive Driving – The Basics	Supervising a 21 <sup>st</sup> Century Correctional Workplace
Developing Subordinates in Corrections	Supervising Inmates: Verbal Communication Skills
Discrimination and Sexual Harassment in Correctional Facilities	Supervising Offenders in Crisis
Disciplining Inmates	Supervising Offenders with Mental Illness
Drugs in the Workplace	Team Building
Effective Interpersonal Communication for	Thinking for a Change Facilitator and Refresher
Correctional Supervisors	Understanding Addiction: An Overview for Correctional Professionals
Ethical Behavior in Corrections: Best Practices	Understanding Mental Health Treatment in Corrections
Female Offenders: Violence, Trauma, and Supervision Strategies	Understanding Responsivity
Fire Safety in Corrections	Understanding the Effects of Substance Use and Substance Use
Fire Safety Overview	Disorders-EBP
First Aid in Corrections	Using Assessment Tools
First Aid Refresher	Valuing Diversity in the Workplace
Foundational Skills: Motivating Others	Welcome to the Relias Learning Management
Handling Food Safety	Women Offenders and Mental Health Issues
IACCAC Fall Learning Inst.	
ICJA Fall Learning Inst.	
Inmate Accountability: Conducting Counts	
IRAS Refresher	
Leadership Fundamentals: Management vs. Leadership	
Legal Issues Part 4: Civil Justice Process	
Maintaining Security Part 1	
Managing Inmates and Juveniles who Require Accommodations	
For Disabilities	

## **VI. Treatment Programs:**

Clients admitted into community correction programs first submit to a risk/needs assessment (IRAS). Based upon this assessment case plans are generated corresponding specific programming with each client's identified needs. In order to best attend to client needs, Cass/Pulaski Community Corrections possesses a catalog of appropriate programming. Most programs offered are evidence based and/or peer support. Programs are facilitated by either the department or the Four County Counseling Center. Below is the department's catalog of treatment programs with a brief summation:

### **IRAS Assessment**

Upon admittance into the Cass/Pulaski Community Corrections program, all clients undergo the Indiana Risk Assessment (IRAS). This is the tool that has been adopted by the Indiana Judicial Center to help identify a client's level of risk and address areas of needed development. The IRAS instrument uses the following seven (7) domains of assessment:

- Criminal History
- Education, Employment, and Financial Situation
- Family and Social Support
- Neighborhood Problems
- Substance Abuse
- Peer Association
- Criminal Attitudes and Behavioral Patterns

Once the assessment is administered, a case plan is developed that will specifically address the client's needs. In order to measure progress of the client, re-assessments are conducted every six (6) months and upon discharge.

### **New Directions**

*New Directions* is our foundation program. Most clients are referred to this course. The "*A New Direction – A Cognitive-Behavioral Treatment Curriculum*" is a product of a collaboration between chemical dependency professionals from the Minnesota Department of Corrections and the Hazelden Foundation. *New Directions* is based on real-life experiences of incarcerated addicts involved in substance abuse treatment and designed to help clients break free from the grip of criminal and addictive thinking. The *New Direction* curriculum consists of seven (7) modules:

1. *Intake and Orientation* encourages clients to think about why they choose to participate in a treatment program and what they need to do to turn their lives around.
2. *Criminal and Addictive Thinking* explores the distorted thinking patterns at the root of addiction and criminal behavior.
3. *Drug and Alcohol Education* draws the connection between alcohol addiction and criminal activity.
4. *Socialization* helps clients explore difficulties in building relationships based on trust and respect.
5. *Relapse Prevention* addresses common relapse triggers and shows clients how to create a crisis management plan to avoid relapse.
6. *Release and Reintegration Preparation* gives clients straight talk about what to expect after their release and how they can stay drug-free and crime free.
7. *Co-occurring Disorders* shows that integrating treatment of mental health and substance abuse can reduce negative outcomes such as re-arrest.

The program consists of forty (40) sessions that encompass over eighty (80) hours of course work.

## **Anger Management**

The Anger Management curriculum is derived from the Hazeldon publication *Beyond Anger – Connecting with Self and Others* authored by Earnie Larson. Beyond Anger is a multiformated curriculum created to reduce recidivism by helping inmates and parolees take a hard look at the immense effect anger has on their lives and by teaching them how to move beyond anger and resentment to forgiveness. The course examines anger, its definition, how it becomes habit, and the immense effect it has on our lives. The course also identifies sources of resentment and anger and develops strategies to move beyond them to forgiveness. It examines how to “let go and move on” when relationships end. The program consists of five (5) sessions that encompass over ten (10) hours of course work.

## **Beyond Trauma**

Beyond Trauma is a female only group. The Beyond Trauma curriculum is derived from the Hazeldon publication *Beyond Trauma – A Healing Journey for Women* authored by Dr. Stephanie Covington. Beyond Trauma is a comprehensive and supportive curriculum that helps women heal from trauma. The course identifies that, for women, the experience of trauma often leads to disorders such as addictions, eating disorders, and self-harm. With sensitivity and understanding, the curriculum explores the interrelationships between substance abuse, trauma, and mental health. Beyond Trauma draws on multiple therapeutic techniques – psycho educational, cognitive behavioral, expressive arts, and relationship therapy – to help women explore the impact on their lives and develop a sense of safety. The program consists of ten (10) sessions that encompass over twenty (20) hours of course work.

## **Thinking for a Change**

The Thinking for a Change curriculum was developed by Barry Glick, Ph.D., Jack Bush, Ph.D., and Juliana Tayman, Ph.D., in cooperation with the National Institute of Corrections. Thinking for a Change (T4C) is an integrated, cognitive behavioral change program for offenders that includes cognitive restructuring, social skills development, and development of problem solving skills. The program consists of twenty-five (25) sessions that encompass over forty (40) hours of course work.

## **Moral Reconciliation Therapy (MRT)**

Moral Reconciliation Therapy (MRT) is a systematic treatment strategy that seeks to decrease recidivism among juvenile and adult criminal offenders by increasing moral reasoning. Its cognitive-behavioral approach combines elements from a variety of psychological traditions to progressively address ego, social, moral, and positive behavioral growth.

MRT takes the form of group and individual counseling using structured group exercises and prescribed homework assignments. The MRT workbook is structured around 16 objectively defined steps (units) focusing on seven basic treatment issues: confrontation of beliefs, attitudes, and behaviors; assessment of current relationships; reinforcement of positive behavior and habits; positive identity formation; enhancement of self-concept; decrease in intemperance and development of frustration tolerance; and development of higher stages of moral reasoning.

## **Individual and Family Therapy**

All of the residents have access to a therapist. The resident is assigned a therapist upon entry into the facility. The need and duration of treatment is based upon the resident's need and is determined through collaboration between the therapist and the resident.

## **INSOMM (Indiana Sex Offender Management and Monitoring Program)**

This program is facilitated through the Four County Counseling Center. This program is an intensive counseling program that, in conjunction with Parole, Probation and/or Community Corrections, monitors sex offender's activities and programming.

## **AA/NA (Alcoholics Anonymous, Narcotics Anonymous)**

Anonymous programs are those which are best described as self-help and are supportive in nature. Both AA and NA programs are offered in our facility and in the community.

## **Process Group**

Residents are placed into this group within a week of arriving at the Work Release Center and remain in the assigned programming or process group until they are discharged from the program. The purpose of this group is to allow the residents to use and practice the tools (information and knowledge) gained through counseling, or evidenced based group in a facilitator guided format.

## VII. User Fees by Component or Services:

### COMMUNITY SERVICE

Up to 25 community service hours ordered - \$25.00

Up to 50 community service hours ordered - \$50.00

Up to 75 community service hours ordered - \$75.00

Up to 100 community service hours ordered or more - \$100.00

### COMMUNITY TRANSITION PROGRAM

\$7.00 per day – Once Employed

### PRE-TRIAL PROGRAM – GPS MONITORING

\$7.00 per day

### HOME DETENTION (INTENSIVE JUVENILE SUPERVISION)

GPS	Disability/Low Income	Indigent
<u>Rate</u>	<u>Rate</u>	<u>Rate</u>
\$11.00	\$11.00	\$0

### HOME DETENTION

GPS	Disability/Low Income	Indigent
<u>Rate</u>	<u>Rate</u>	<u>Rate</u>
\$16.00	\$11.00	\$0

### WORK RELEASE

\$20.00 per day - Once Employed

- *GPS while on work release is an additional \$4.00 per day.*
- *Commissary, laundry and telephone rates are applied as contracted by way of vendors.*

### TRANSFER FEE

\$100.00 fee to transfer clients out of Cass and Pulaski County

## URINE SCREEN FEE

### Witham Toxicology:

- *Five (5) Panel - \$16.00*
- *Eight (8) Panel - \$17.00*
- *Fourteen (14) Panel - \$22.00*
- *Oral Swab - \$29.00*
- *Instant Screen - \$10.00*  
*\*If instant screen indicates a positive result for an illegal substance the sample will be forwarded to Witham Toxicology for confirmation. Said screen will not result in an "Instant Rate" charge. Only the "Panel Rate" charge will apply.*
- *All assigned fees are two dollars above department cost. Testing for synthetic substances, EKG to be added at rate of cost of vendor.*

## SPECIAL STIPULATIONS

### General

The Director has the discretion to wave or modify the aforementioned fees on a case by case basis.

### Work Release

It is the intent of the Department to not hold clients responsible for fees until employment is secured.

### Work Release/Home Detention

It is the intent of the Department to not allow clients to be released from programs at their Earliest Possible Release (EPR) date unless all user fees are paid. Special circumstances apply. If clients are in arrearages by their EPR date the Department will carry out a Conduct Adjust Board (CAB) hearing. If it is found the client has had the means to pay user fees and has failed to do so then good time credit can and may be reinstated within department policy. The Department would not charge clients daily fees after the date of said hearing. Once all fees are secured the client will be released from the program. The intent of the Department is to recoup user fees owed up to the client's scheduled EPR date.

## VIII. Advisory Board Meetings:

The Cass/Pulaski Community Corrections Advisory Board meets every third Tuesday of the first month of the quarter. Said meetings are convened at the Cass/Pulaski Community Corrections Facility, 520 High Street, Logansport, Indiana. Meetings start at 3:30 p.m.

The Advisory Board Meetings held in the 2018-2019 year were as follows:

*August 20, 2018, November 19, 2018, February 19, 2019, May 31, 2019*

The Advisory Board Meeting schedule for 2020 is tentatively scheduled as follows:

*February 18, 2020, May 19, 2020, August 18, 2020, November 17, 2020*



## IX. Budget Summary and Trends

		2018-2019 (FY19)	2017-2018 (FY18)	2016-2017 (FY17)	2015-2016 (FY16)	2014-2015 (FY15)
	Clients Served	478	428	435	420	402
	IDOC Grant Revenue	\$711,664.00	\$717,905.27	\$712,684.47	\$612,561.06	\$587,075.01
	Project Income Revenue	\$845,338.10	\$728,408.12	\$795,105.95	\$801,644.49	\$725,305.15
	Total Revenue	\$1,557,002.10	\$1,446,313.30	\$1,507,790.40	\$1,414,205.50	\$1,312,801.10
	IDOC Grant Expenditure	\$711,664.00	\$717,905.27	\$712,684.47	\$612,561.06	\$587,075.01
	Project Income Expenditure	\$792,886.28	\$707,884.35	\$749,771.98	\$717,654.39	\$569,015.07
	Total Expenditure	\$1,504,550.20	\$1,425,789.60	\$1,462,456.40	\$1,330,215.40	\$1,156,090.00
	Year End Earnings/Loss	\$52,451.90	\$20,523.70	\$45,334.00	\$83,990.10	\$156,711.10
		2018-2019 FY19 (Allocations)	2017-2018 FY18 (Allocations)	2016-2017 FY17 (Allocations)	2015-2016 FY16 (Allocations)	2014-2015 FY15 (Allocations)
100 Series	Personnel	\$1,032,878.10	\$1,005,194.90	\$995,523.59	\$851,787.99	\$750,725.06
200 Series	Supplies	\$151,153.90	\$134,683.49	\$123,297.57	\$141,163.50	\$137,913.68
300 Series	Professional Services	\$301,260.50	\$264,991.72	\$294,884.84	\$283,586.88	\$246,287.68
400 Series	Capital	\$19,257.70	\$20,919.42	\$48,750.45	\$53,677.12	\$21,163.66
Total		\$1,504,550.20	\$1,425,789.60	\$1,462,456.40	\$1,330,215.40	\$1,156,090.00

### Project Income Balance Ending June 30, 2019

Home Detention PI – 363/2512	\$269,406.99
Work Release PI – 371/9111	\$379,228.42
Work Crew PI – 370/4904	\$7,002.49
CTP PI – 397/1123	\$307,809.68
Total	\$963,447.58

**Revenue Difference (yearly) by Percentage (FY16/FY19):**

FY16	8%
FY17	7%
FY18	-4%
FY19	8%
Total Revenue Diff. FY16 to FY19	19%

**Expenditure Difference (yearly) by Percentage (FY16/FY19):**

FY16	15%
FY17	10%
FY18	-3%
FY19	6%
Total Expenditure Diff. FY16 to FY19	28%

**Revenue Difference by Grant vs. Project Income (FY15/FY19):**

	Grant	P.I.
FY15	45%	55%
FY16	43%	57%
FY17	47%	53%
FY18	50%	50%
FY19	46%	54%
Total Average	46%	54%

**Expenditure by Percentage (FY15/FY19):**

	FY19	FY18	FY17	FY16	FY15
100 Series (Personnel)	69%	70%	68%	64%	65%
200 Series (Supplies)	10%	10%	9%	11%	12%
300 Series (Professional Service)	20%	19%	20%	21%	21%
400 Series (Capital)	1%	1%	3%	4%	2%
Total	100%	100%	100%	100%	100%

## **Program Per Diems:**

### **Home Detention**

Component Per Diem: \$501,211/365 days in a year=\$1,373.00/ 90 participants day = \$15.25 average cost per participant per day of supervision.

### **Work Release**

Component Per Diem: \$869,890/365 days in a year=\$2,382.00/ 50 participants day = \$47.64 average cost per participant per day of supervision.

### **Community Service**

Component Per Diem: \$133,449/365 days in a year=\$366.00/ 10 participants day = \$36.60 average cost per participant per day of supervision.

## **Project Income Plan if Balance Exceeds \$100,000:**

As of June 30, 2019 Cass/Pulaski Community Corrections holds a project income balance of \$963,447.58. In recognition of HB1006 the CPCC Advisory Board identifies the need to expand Community Correction population and will utilize project income funds for the expansion of additional residential work release beds, expansion of treatment programming, and staff salary development.

## **X. Miscellaneous Information:**

1. FY 2019 Total Grant Funding Expended:	<b>\$711,664</b>	8. FY 2019 Total Number of DHBs completed:	<b>26</b>
4. FY 2019 Total Project Income and/or User Fees Expended:	<b>\$687,856.63</b>	9. FY 2019 Total Amount Paid to Victim Assistance Fund:	<b>\$0</b>
5. FY 2019 Total CTP Funds Expended:	<b>\$105,029.65</b>	10. FY 2019 Total Amount Paid to Restitution:	<b>Unknown</b>
6. FY 2019 Total Community Service Hours Completed:	<b>14,006</b>	11. FY 2019 Total Drug Screens Administered:	<b>2,878</b>
7. FY 2019 Total Community Service Hours Applied as Sanction:	<b>120</b>	12. FY 2019 Total Positive Drug Screens:	<b>391</b>