

**SFY 2015 APPLICATION FOR
PREVENTION
AND
GRADUATED SANCTIONS
PROGRAMS**

**Part II. Application – Kansas Department of Corrections- Juvenile Services Juvenile Justice
Comprehensive Plan Grant Application FY15**

A. ADMINISTRATIVE COUNTY OFFICIALS SIGNATURE PAGE

Instructions: One page per JD. Be sure to print the BOCC Chairperson name as well as obtain his/her signature and the date of signature. All four sections must be complete, using format shown. The Financial Officer must be a different than the Administrative Contact, BOCC Chair and JCAB Chair.

Administrative County Officials Signature Page

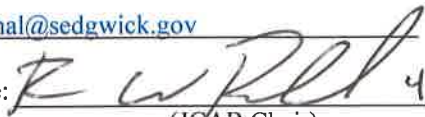
A. Board of County Commission

Administrative County: Sedgwick County
Mailing address: 525 N. Main, 3rd Floor
City, zip: Wichita 67203
Telephone: 316-660-9300
Fax: 316-383-8275
E-mail: dunruh@sedgwick.gov
Judicial District #: 18
County Employer ID #: 48-6000798
Name of BOCC Chair: David M. Unruh
Signature/Date: _____
(BOCC Chair)


B. Administrative Contact

Name/Title: Mark Masterson, Director
Agency: Sedgwick County Department of Corrections
Mailing address: 700 S. Hydraulic
City, zip: Wichita 67211
Telephone: 316-660-9750
Fax: 316-660-1670
E-mail: mmasters@sedgwick.gov
Signature/Date:  4/2/14
(Administrative Contact)

C. Juvenile Corrections Advisory Board

Name: Ron Paschal
Title: Chairperson, Juvenile Corrections Advisory Board
Mailing address: 1900 E. Morris
City, zip: Wichita 67211
Telephone: 316-660-9700
Fax: 316-383-7738
E-mail: rpaschal@sedgwick.gov
Signature/Date:  4/2/14
(JCAB Chair)

D. Financial Officer of Administrative County

Name: John M. (Marty) Hughes
Title: Revenue Manager
Mailing address: 525 N. Main, 8th Floor
City, zip: Wichita 67203
Telephone: 316-660-7591
Fax: 316-383-7729
E-mail: mhughes@sedgwick.gov
Signature/Date:  4/2/14
(Fiscal Officer)

Submission of the application packet and signature by county officials serves as certification to KDOC- JS that the application is complete; all submitted program requests were reviewed and those review documents remain on file for review; all applicable laws, standards, Financial Rules and Guidelines for Grantees requirements and grant conditions are being adhered to by the Administrative County and their sub-grantees; the Financial Rules and Guidelines for Grantees and any training necessary have been provided to each sub-grantee by the Administrative County.

ATTEST TO: _____
Kelly B. Arnold, County Clerk

APPROVED AS TO FORM: 
Jennifer Magana, Deputy County Counselor

Juvenile Justice Comprehensive Plan Grant Application FY15 Final

B. JUVENILE CORRECTIONS ADVISORY BOARD MEMBERSHIP

Judicial District #: 18 Date completed: February 5, 2014

Is the JCAB a joint board with the Corrections Advisory Board (CAB)? NO

Chairperson Appointed by	Representing	Name and Job Title	Address	E-mail & Phone	M/F	Ethnicity	Race	Appointed Date	Expiration Date
District Attorney	Prosecution	Ron Paschal	1900 E. Morris	rpaschal@sedgwick.gov	M	NH	C	6/30/12	6/30/15
		Deputy District Attorney	Wichita, KS 67211	316-660-9700					
Members Appointed by	Representing	Name and Job Title	Address	E-mail & Phone	M/F	Ethnicity	Race	Appointed Date	Expiration Date
Sheriff	Law Enforcement	Richard Powell	141 W. Elm	rpowell@sedgwick.gov	M	NH	C	6/3/13	6/30/16
		Chief Deputy, Sedgwick Co. Sheriff's Dept.	Wichita, KS 67203	316-660-3900					
Chief of Police	Law Enforcement	Hassan Ramzah	455 N. Main, 4 th Floor	hramzah@wichita.gov	M	NH	AA	6/3/13	6/30/15
		Deputy Chief Wichita Police Department	Wichita, KS 67202	316-268-4270					
County / District Attorney	Prosecution	Ron Paschal	1900 E. Morris	rpaschal@sedgwick.gov	M	NH	C	6/30/12	6/30/15
		Deputy District Attorney	Wichita, KS 67211	316-660-9700					
Administrative Judge	Judiciary	Timothy Henderson	1900 E. Morris	thenders@dc18.org	M	NH	C	1/14/13	6/30/15
		Presiding Juvenile Judge	Wichita 67211	316-660-5590					
BOCC	Education Representative	Bill Faflick	201 N. Water	bfaflck@usd259.net	M	NH	C	8/15/12	6/30/15
		Asst. Superintendent Wichita Public Schools	Wichita, KS 67202	316-973-4457					
Administrative Judge	Court Services	Kerry Weible	1900 E. Morris	kweible@dc18.org	F	NH	C	2/27/13	6/30/15
		Chief Probation Officer	Wichita, KS 67211	316-660-5560					

Members Appointed by	Representing	Name and Job Title	Address	E-mail & Phone	M/F	Ethnicity	Race	Appointed Date	Expiration Date
BOCC	Mental Health Representative	Tom Pletcher	1919 N. Amidon, #130	tpletcher@sedgwick.gov	M	NH	C	6/30/13	6/30/16
		Clinical Director, COMCARE	Wichita, KS 67203	316-660-7627					
BOCC	General	Julie Rinke	8410 S. 135 th W.	Jrinke6@gmail.com	F	NH	C	7/3/13	6/30/14
		Citizen	Clearwater, KS 67026	316-648-3744					
BOCC	General	Pat Hanrahan	245 N. Water	phanrahan@unitedwayplains.org	M	NH	C	6/30/11	6/30/14
		President, United Way of the Plains	Wichita, KS 67202	316-267-1321					
BOCC	General	Emile McGill	2755 E. 19 th	Emcgill1@yahoo.com	F	NH	AA	7/3/13	6/30/16
		Manager, African American Coalition	Wichita, KS 67214	316-686-4352					
BOCC	General	Karen Countryman-Roswurm	1845 Fairmount Street	Karen.countryman-roswurm@wichita.edu	F	NH	C/NA	10/5/11	6/30/14
		Wichita State University	Wichita, KS 67260	316-978-7013					
BOCC	General	Taunya Rutenbeck	1602 N. Burns	trutenbeck@cox.net	F	NH	AI	7/3/13	6/30/14
		Citizen	Wichita, KS 67203	316-253-8303					
BOCC	General	Terri Moses	3850 N. Hydraulic	tmoses@usd259.net	F	NH	C	7/24/13	6/30/16
		Citizen	Wichita, KS 67219	316-973-2260					
City	General	Marvin Stone Jr.	2309 E. Murdock	stonejmarvinpat@att.net	M	NH	AA	9/12/12	6/30/15
		Citizen	Wichita, KS 67214	316-263-8355					
City	General	Shawna Mobley	806 N. Main	Shawna_ock@hotmail.com	F	NH	C	7/9/13	6/30/16
		Director, Correctional Counseling of Kansas	Wichita, KS 67203	316-262-3060					
City	General	Kathy Dittmer	823 Litchfield	N/A	F	NH	C	7/9/13	6/30/16
		Citizen	Wichita, KS 67203	316-262-6165					

C. DISPROPORTIONATE MINORITY CONTACT (DMC)

K.S.A. 75-7046 of the Kansas Juvenile Justice Code requires that the Juvenile Corrections Advisory Boards shall make a formal recommendation to the Board of County Commissioners, at least annually, concerning the comprehensive plan which shall include provisions to address racial, geographic and other biases that may exist in the juvenile justice system.

Due to the involvement of the 18th Judicial District with either the MacArthur or Annie E. Casey Foundations, you are not required to separately report on DMC activities in this year's Block Grant. Given that participating in these foundation initiatives requires that deliberate effort be put forth to address DMC and reduce racial and ethnic disparities, we are confident that your community will continue to work toward achieving equity goals for your local systems.

D. Juvenile Justice Continuum

1. How are juvenile offenders, who do not retain their own counsel, defended in court?

☐

Public Defender's Office

☒

Contract Attorneys

☐

Both

☐

Other (please specify): _____

2. Are Court Appointed Special Advocates (CASAs) used for Juvenile Offender cases?

☐

Yes

☒

No

3. Are Citizen Review Boards (CRBs) used for Juvenile Offender Cases?

☐

Yes

☒

No

4. If special courts used in your Judicial District, please check all that apply.

☐

Teen Court

☐

Drug Court

☐

Family Court

☐

Mental Health Court

☐

Other (please specify): _____

☒

None

5. Does an Immediate Intervention Program (IIP) per KSA 38-2346 exist?

☒

Yes

☐

No

6. Is pre-file diversion available in the Judicial District?

☐

Yes

☒

No

Please use the following scale when answering questions 7 through 10.

Never is 0%

Rarely is approximately 25%

Sometimes is approximately 50%

Mostly is approximately 75%

Always is 100%

7. In how many cases are Pre-Sentence Investigations (PSIs) and/or Pre-Dispositional Reports (PDRs) completed?

☐

Never

☐

Rarely

☐

Sometimes

☒

Mostly

☐

Always

8. How often is Community Service Work (CSW) permitted to pay fines, fees and/or restitution?

- ☐ Never
- ☐ Rarely
- ☒ Sometimes
- ☐ Mostly
- ☐ Always

9. How often are Extended Juvenile Jurisdiction (EJJ) dispositions imposed?

- ☐ Never
- ☐ Rarely
- ☒ Sometimes
- ☐ Mostly
- ☐ Always

10. How often are adult waivers filed on youth cases?

- ☐ Never
- ☐ Rarely
- ☒ Sometimes
- ☐ Mostly
- ☐ Always

11. Does your county operate a detention center?

- ☒ Yes
- ☐ No

E. Juvenile Intake and Assessment System (JIAS)

1. Who is the responsible agency for the Juvenile Intake and Assessment System (JIAS) in your Judicial District? Sedgwick County Department of Corrections

2. What Screening Instrument(s) are used? Please check all that apply.

- ☒ MAYSI-II
☐ PACT
☐ YLS Pre-Screen
☐ POSIT
☒ Other (please specify): Sedgwick County Brief Youth Risk Screening Instrument
(also called the JIAC Brief Screen)

3. Is a Risk Assessment Instrument (RAI) used for detention decision making?

- ☒ Yes
☐ No

If yes, please list the name of the instrument: _____

4. Are Notice to Appear (NTA) or Agreement to Appear (ATA) processes available?

- ☒ Yes
☐ No

5. Are Walk-In Intakes available to parents, guardians and youth on a voluntary basis?

- ☒ Yes
☐ No

6. Please fill out the table regarding hours of operation for the JIAC. For Jurisdictions that serve multiple counties with varying hours please differentiate between them in the table or copy and paste additional tables if needed for the variances. The table will expand to fit the text.

Day:	Work Hours:	On-Call Hours:
Sunday	00:01 to 23:59	
Monday	00:01 to 23:59	
Tuesday	00:01 to 23:59	
Wednesday	00:01 to 23:59	
Thursday	00:01 to 23:59	
Friday	00:01 to 23:59	
Saturday	00:01 to 23:59	

7. How many full-time JIAS positions are allocated? 14

8. How many part-time JIAS positions are allocated? 1

9. How many on-call JIAS positions are allocated? 0

10. Please check all the services that are provided by Intake and Assessment:

- ☐ Anger Management
- ☐ Attendant Care
- ☒ Booking
- ☐ Cognitive Programs (T4C, Crossroads, etc...)
- ☒ Conditions of Release or Behavior Contract
- ☐ Crisis Intervention
- ☒ DNA Collection
- ☐ Drug Testing
- ☐ Electronic Monitoring
- ☒ Follow-Up Case Management
- ☐ Gang Intervention
- ☐ Gender Specific Services
- ☐ Immediate Intervention Program (IIP) or Post-File Diversion (K.S.A. 38-2346)
- ☐ Mediation
- ☐ Mental Health Services
- ☐ Parenting Classes
- ☐ Social Skills Classes
- ☐ Substance Abuse Services
- ☐ Trauma Services
- ☒ Other (please specify): Brief Intervention Tools (Carey Group) is under consideration

11. Please check all services that are available through referral within the Judicial District:

- ☒ Anger Management
- ☐ Attendant Care
- ☒ Cognitive Programs (T4C, Crossroads, etc...)
- ☒ Crisis Intervention
- ☒ Electronic Monitoring
- ☒ Gang Intervention
- ☐ Gender Specific Services
- ☒ Immediate Intervention Program (IIP) or Post-File Diversion (K.S.A. 38-2346)
- ☐ Mediation
- ☒ Mental Health Services
- ☒ Parenting Classes
- ☐ Social Skills Classes
- ☒ Substance Abuse Services
- ☐ Trauma Services
- ☒ Other (please specify):
 - Employment – Positive Pathways (P3)
 - Mentoring – P3; BBBS, Horizons, Young Lives
 - Other – Families KAN; Crossroads; Starting Points, Y - Fire

F. Juvenile Intensive Supervised Probation (JISP) and Case Management (CM)

1. Who is the responsible agency for the Juvenile Intensive Supervised Probation (JISP) and Case Management (CM) in your Judicial District?

Sedgwick County Department of Corrections - Juvenile Field Services

2. What population(s) does your agency serve?

- ☒ Only Juvenile
☐ Only Adult
☐ Both Juveniles and Adults

3. Does the agency have specialized caseloads for Juveniles? (Examples by: risk level, gender or offense type)

- ☒ Yes
☐ No

If yes, please list the specialized caseloads: High Risk

4. Please list any specific screening tools or assessments completed by the agency: (Examples: YLS-CMI, Sex Offender, Substance Abuse, etc.) YLS/CMI and the JSOAP

5. How does the agency provide services to juveniles outside standard business hours?

- ☒ Evening appointments
☒ Evening classes or groups
☐ Evening community service project
☒ Evening curfew checks
☐ Evening surveillance
☐ Evening other (please specify): _____
☐ Evening Reporting Center (ERC)
☐ Weekend appointments
☐ Weekend classes or groups
☒ Weekend community service project
☐ Weekend curfew checks
☐ Weekend surveillance
☐ Weekend other (please specify): _____

6. Please fill out the following table regarding your agency and fees and/or reimbursements that are assessed to the youth. First check each of the fees and/or reimbursements your agency charges. Then for each of those checked then fill out the cost and check if a sliding scale fee is available as well.

	Fee/reimbursement:	How much is the fee/reimbursement:	Is a sliding fee scale available?	
<input type="checkbox"/>	Courtesy Transfer		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/>	DNA		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input checked="" type="checkbox"/>	Electronic Monitoring Device/GPS	\$7.25/day	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<input checked="" type="checkbox"/>	Supervision	\$50.00	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<input checked="" type="checkbox"/>	UA	\$5.00	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<input checked="" type="checkbox"/>	UA Confirmation	\$30.00	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<input type="checkbox"/>	Other (please specify):		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/>	None			

7. How many full-time JISP/CM positions are allocated? 29
8. How many part-time JISP/CM positions are allocated? 0
9. How many support staff positions are allocated? 3

10. Please check all services that are provided by ISP and CM staff:

- ☒ Anger Management
- ☐ Attendant Care
- ☐ Childcare Assistance
- ☒ Cognitive Programs (T4C, Crossroads, etc...)
- ☒ Community Service Work
- ☐ Crisis Intervention
- ☒ DNA Collection
- ☒ Drug Testing
- ☐ Education Services (Tutoring, etc...)
- ☒ Electronic Monitoring
- ☒ Employment Services
- ☐ Gang Intervention
- ☐ Gender Specific Services
- ☐ Independent Living Services (housing, food, clothing, utilities, etc...)
- ☐ Mental Health Services
- ☐ Mentoring
- ☒ Parenting Classes
- ☐ Sex Offender Services
- ☐ Social Skills Classes
- ☐ Substance Abuse Services
- ☐ Transportation Services
- ☐ Trauma Services
- ☐ Other (please specify): _____

*Please list the specific curriculums used for any services selected above.

Anger Replacement Training, Thinking for a Change, Courage to Change, OWDS, Common Sense Parenting.

11. Please check all services that are available within the Judicial District:

- ☒ **Anger Management**
- ☒ **Attendant Care**
- ☒ **Childcare Assistance**
- ☒ **Cognitive Programs (T4C, Crossroads, etc...)**
- ☒ **Community Service Work**
- ☒ **Crisis Intervention**
- ☒ **Education Services (Tutoring, etc...)**
- ☒ **Employment Services**
- ☒ **Gang Intervention**
- ☒ **Gender Specific Services**
- ☒ **Independent Living Services (housing, food, clothing, utilities, etc...)**
- ☒ **Mental Health Treatment**
- ☒ **Mentoring**
- ☒ **Parenting Classes**
- ☒ **Social Skills Classes**
- ☒ **Substance Abuse Treatment**
- ☒ **Transportation Services**
- ☒ **Trauma Services**
- ☐ **Other (please specify):** _____

G. PREVENTION PROGRAM SUMMARY

Judicial District 18th

Program Name: Detention Advocacy Services

Program Number: P1518-7

Program Type: ☐ Primary Prevention
☐ Secondary Prevention
☒ Tertiary Prevention

Program Participants: Number of youth to be served in FY15: 390 (146 CM; 98 STS; 146ATTY)

Geographic Area to be Served:

Youth from Sedgwick County (the 18th Judicial District) will be served by this program.

Description of Target Population:

The target population consists of youth who are incarcerated in the Sedgwick County Juvenile Detention Facility (JDF) or who are detained on a juvenile court matter at the Sedgwick County Adult Detention Facility. *Case management* is offered when the reason for detention presents a reasonable likelihood those services could expedite release. Program participants are low-income and/or minority youth. Priority for case management services is given to minority youth. *Short term services* are interventions provided to program eligible youth who remain detained or who are receiving traditional case management services through other agencies. These youth are in need of specific services that could possibly expedite their release from detention or prevent their return to detention. *Attorney services* are provided to all youth who are accepted for case management or short term intervention services. Attorney services are also provided to all youth at detention hearings regardless of their participation in case management or short term intervention services.

Services Provided:

The *case management component* includes five basic case management services and short term intervention services. Advocates develop a supervision plan for case management targeting Risk / Need factors as indicated in the YLS/CMI screening tool or the JIAC Brief Screening tool. Case management services include:

- Detention intervention by advocating for alternative releases from detention, including but not limited to developing release plans.
- Acting as a support system to educate and assist the client and family through the court process.
- Minimal financial assistance to enable client to take care of court ordered tasks (such as tuition for GED tests, bus passes to attend court, substance abuse treatment, or other court-ordered program) and reward incentives.
- Monitoring youth to assist with compliance of bond conditions.
- Referrals to community resources as needed.

The *short term services component* is provided to program eligible youth who remain detained or who are receiving traditional case management services through other agencies. These youth are in need of specific services that could possibly expedite their release from detention or prevent their return to detention. Short term services are generally categorized as: detention intervention services, financial assistance, support services, support services for sex offenders, or a combination of these services. Short term services include:

- Educating and guiding the youth and family through the legal process.
- Acting as a mentor to the youth while they are at the Juvenile Detention Facility.
- Advocating for the youth's release to a less restrictive environment through release plans, population meetings or other avenues.
- Providing youth with financial assistance for telephone installation services for purposes of electronic monitoring and/or being able to do their weekly phone checks as required, bus passes, initial GED fees, clothing to return to school, and other needs necessary to ensure they are viable candidates for release. This also includes providing financial assistance to youth receiving case management through other agencies but where failure to take care of a court ordered task will cause them to be detained.

The *attorney services component*, provided by Kansas Legal Services, consists of the provision of legal representation at all detention hearing dockets for 100% of youth needing counsel (excluding those who refuse or require separate counsel). In addition, the Kansas Legal Services attorney provides continued legal representation at all subsequent hearings to qualifying youth. Youth qualify for continued legal representation if the Kansas Legal Services attorney has been appointed by the court to represent them. Youth who receive continued legal representation also receive Detention Advocacy Services case management or brief service investigations. The goal of continued legal representation is to provide the client with a continuity of services from the detention hearing stage through disposition, to reduce the amount of time the youth spends in secure detention pending disposition, and to reduce the chances of the youth reoffending. Continued legal representation includes, but is not limited to, representing youth at all initial appearances, pre-trial conferences, motion hearings, plea negotiations, bench trials, sentencings, and probation violation hearings. As part of the legal representation, Kansas Legal Services also advises the youth and his or her family on the judicial process and what they can do to be successful.

Best Practices:

This program is modeled after the Baltimore Detention Response Unit which was implemented in 1994 with funds from OJJDP. The program is designed to address over-representation of minority youth in secure detention and to improve the quality of representation for detained youth.

Best practices for the case management component include:

Risk-Need-Responsivity Model (RNR): objective risk assessment of criminogenic factors; individualized supervision / treatment plans based on Case Plan Assessment and YLS/CMI or JIAC Brief Screen results; risk targeted services (court orders influence the domains targeted); and, levels of service (each with a minimal monitoring requirement). When appropriate, referrals are made to community-based services in line with targeted risk factors / domains. The Kansas Legal Services detention advocates provide clear behavioral expectations with regard to peer and family relationships, education and employment, substance abuse and mental health issues, promoting positive leisure activities, and consequences of antisocial attitudes / thinking.

Motivational Interviewing (MI): MI techniques are utilized when communicating with clients. Advocates use a client-centered approach.

Case Management: The Kansas Legal Services detention advocates provide traditional case management and short term services as detailed in the section above on services provided. Advocates assist in expediting release and providing services to prevent detention.

Best practices for the attorney services component:

The Kansas Legal Services attorney provides continued legal representation to Detention Advocacy Services clients to minimize the amount of time that clients spend in detention, reduce disproportionate minority contact, and reduce rates of recidivism. The attorney works closely with the detention advocate by sharing information on youth and identifying services in the community that would assist the youth. The attorney advises clients on the judicial process, legal and other consequences of criminal activity, expected behaviors with regard to peer and family relationships, educational/employment expectations, substance abuse and mental health issues, promoting positive leisure activities, and consequences of antisocial attitudes/thinking. This is in line with the Risk-Needs-Responsivity Model. The attorney receives periodic training in matters relating to juvenile justice, and regular reviews will be conducted to ensure compliance with best practices.

Completion Criteria:

Program completion is determined by the date of the final disposition of the youth's case. Youth receive case management services and/or monitoring of their bond conditions until the final disposition of their case or until the youth is terminated from the program early due to non-compliance with court orders, bond revocation for a new crime or failure to follow program rules. Youth receiving case management are considered successful when they are engaged and follow the case plan. For youth provided continued legal representation, those who do not return to the Juvenile Detention Facility during the adjudicatory process are considered successful.

Indicate the primary (select only one) change in the participants of the program.

- ☐ Substance Abuse (*reduced use of substances, education on risks of substance use, programming/treatment of substances, etc.*)
- ☐ Family relationship (*improved family functioning, reduced out of home placement, reduced incidents of family violence, etc.*)
- ☒ Antisocial behavior (*reduced criminal activity, reduced violence, improved behavior, etc.*)
- ☐ School Attendance (*improved academic performance, improved attendance, reduced disciplinary/expulsion/disciplinary actions, etc.*)

Who is responsible for annually evaluating the program and program operations?

Sedgwick County partners with Wichita State University (WSU) for a formal written evaluation that describes the specific activities and data collected on an annual basis. Dr. Jodie Beeson with WSU serves as an external independent evaluator. The evaluation is a formative (process) evaluation conducted by Dr. Beeson for the program staff with a focus on program improvement as well as a summative (behavior) evaluation conducted for external audiences and decision makers for the purpose of determining the worth / effectiveness of the program. The evaluation data is communicated through a final report that is provided to key stakeholders as well as published on the Sedgwick County Department of Corrections website.

Describe the process that is utilized for monitoring and evaluating the program.

The program engages in a continuous quality improvement process. Sedgwick County Department of Corrections (SCDOC) administrative staff regularly monitor the program to measure service delivery, service quality and program administration. This is performed by reviewing the program's quarterly reports to check the accuracy of outcome data and through periodic site visits. They also provide budget workbooks to this program on a quarterly basis. This information is used to help guide both programmatic and fiscal decisions.

In addition, Wichita State University researcher and professor, Dr. Jodie Beeson, conducts an annual independent evaluation of the program and shares her evaluation findings and recommendations with the program. All parties work to find opportunities to implement recommendations and improve program services. Dr. Beeson presents her independent evaluation report and Benchmark 5 Update Report to Team Justice and the Board of County Commissioners on an annual basis. This information is used to provide technical assistance and guide future funding decisions.

H. PROGRAM/SUBGRANTEE PROCESS OUTCOME STATEMENT

Judicial District 18th

Program Name: Detention Advocacy Services

Program Number: P1518-7

Process Outcome Statement (What will the program change and by how much?)

To increase by 1% (from 242 to 244) in SFY15, the number of minority and low-income youth in secure detention who receive case management services (146 youth) and short-term intervention services (98 youth), as measured by program participation records maintained by Kansas Legal Services.

1. How will the change be measured and what data will be used?

By program participation records maintained by Kansas Legal Services. Specifically, reports are generated from the Legal Trek database, maintained by Kansas Legal Services, by the code for the project which includes the opening date, the closing date and the closing outcome.

2. By when will it change?

By the end of SFY15.

3. What is the baseline?

In SFY13, 242 youth received case management services and short term services (144 case management, 98 short term services). The split for services was projected as 65% case management and 35% short term services, however, the actual split of those served in SFY13 was 60% case management and 40% short term.

H. PROGRAM/SUBGRANTEE PROCESS OUTCOME STATEMENT

Judicial District 18th

Program Name: Detention Advocacy Services

Program Number: P1518-7

Process Outcome Statement (What will the program change and by how much?)

In SFY15, Kansas Legal Services will provide continued legal representation to the conclusion of the legal process to 100% of youth who are accepted for case management or short term intervention services who do not already have appointed counsel (excluding those who refuse or require separate counsel), as measured by program records maintained by Kansas Legal Services.

1. How will the change be measured and what data will be used?

By program participation records maintained by Kansas Legal Services. Specifically, reports are generated from the Legal Trek database, maintained by Kansas Legal Services, from which reports are generated by the legal code for the project which includes the opening date, the closing date and the closing outcome.

2. By when will it change?

By the end of SFY15.

3. What is the baseline?

In SFY13, legal representation was provided to 100% (146/146) of eligible youth.

(Of those 146 served, 113 youth reached closure because the legal process concluded and 33 continued to receive legal representation in SFY14.)

I. PROGRAM/SUBGRANTEE BEHAVIORAL OUTCOME STATEMENT

Judicial District 18th

Program Name: Detention Advocacy Services

Program Number: P1518-7

Behavioral Outcome Statement (What will the program change and by how much?)

To increase by 1% (from 89% to 90%) in SFY15, the percentage of program participants who do not return to the Juvenile Detention Facility (JDF) during case management, as measured by JDF admission records.

1. How will the change be measured and what data will be used?

By juvenile records compiled by the Sedgwick County Department of Corrections. Specifically, the Juvenile Information Management System (web JIMS application) database, maintained by the Sedgwick County Department of Corrections, is utilized to obtain admissions to the Juvenile Detention Facility for program youth for the relevant time period.

2. By when will it change?

By the end of SFY15

3. What is the baseline?

During SFY13, 89% (128/144) of the program participants did not return to JDF during case management services as measured by JDF admission records.

I. PROGRAM/SUBGRANTEE BEHAVIORAL OUTCOME STATEMENT

Judicial District 18th

Program Name: Detention Advocacy Services

Program Number: P1518-7

Behavioral Outcome Statement (What will the program change and by how much?)

To increase by 1% (from 95% to 96%) in SFY15, the percentage of program participants who do not return to the Juvenile Detention Facility (JDF) during continued legal representation, as measured by JDF admission records.

1. How will the change be measured and what data will be used?

By juvenile records compiled by the Sedgwick County Department of Corrections. Specifically, the Juvenile Information Management System (web JIMS application) database, maintained by the Sedgwick County Department of Corrections, is utilized to obtain admissions to the Juvenile Detention Facility for program youth for the relevant time period.

2. By when will it change?

By the end of SFY15

3. What is the baseline?

During SFY13, 95% (138/146) of the program participants receiving continued legal representation did not return to JDF during the adjudicatory process as measured by JDF admission records.

G. PREVENTION PROGRAM SUMMARY

Judicial District 18th

Program Name: D.A.'s Juvenile Intervention Program

Program Number: P1518-11

Program Type: ☐ Primary Prevention
☐ Secondary Prevention
☒ Tertiary Prevention

Program Participants: Number of youth to be served in FY15: 240

Geographic Area to be Served:

Youth from Sedgwick County (the 18th Judicial District) will be served by this program.

Description of Target Population:

This program will provide diversion services to first-time juvenile offenders (charged with eligible offenses).

Services Provided:

Certain first-time juvenile offenders will be provided the opportunity to accept responsibility for their crimes; to receive rehabilitative services and sanctions; to provide restitution or other restorative measures to victims; to alleviate the stigma and lasting effects of a formal adjudication; and, to preserve scarce judicial resources.

Best Practices:

This program incorporates numerous best practices as part of its operation.

Risk-Need-Responsivity Model (RNR): objective risk assessment; individualized plans (developed for each client based on assessment results); level of service (duration and intensity based on assessment results); target areas of elevated risk; and, responsivity (barriers to success are identified).

Diversion plans may include referrals to cognitive behavioral treatment programs, required participation in pro-social activities, minimum requirements for educational performance, and other requirements to address risks or help clients to build needed skills. As the RNR model dictates, clients at a low-risk to recidivate have shorter terms of diversion and have fewer requirements, while higher-risk clients are placed on diversion for longer terms and have more intensive requirements.

Motivational Interviewing (MI): MI techniques are utilized when communicating with clients. Coordinators use a client-centered approach to help clients identify their own risks and needs, and to navigate the requirements of their diversion.

Balanced And Restorative Justice (BARJ): principles are incorporated into this program to repair harm including: restitution, reparation, recognition of victim impact and community service. Clients are required to pay restitution to the victim if their offense involved financial loss. In some circumstances, clients have worked directly with victims to make reparations. The program focuses on the victim and how they have been impacted by the offense. Clients are assisted in understanding how their actions have affected others.

Positive Youth Justice Model (PYJ): aspects are incorporated into this program including opportunities for learning / doing and attaching / belonging. Other aspects include: strengths assessment; skill building; behavior monitoring; positive reinforcement; self-efficacy building; participation in pro-social groups / activities; and, community service.

Strengths of program participants are assessed as part of the initial interview process. Coordinators work with youth to increase skills and competencies and encourage the use of those skills. Clients are often referred to programs which can improve their education or which offer skills training. Coordinators monitor behavior and provide reinforcement. During their regularly scheduled meetings with clients, coordinators reinforce positive behaviors and help clients to understand how their negative behaviors affect their diversion and their future. Coordinators also work to encourage self-efficacy and look for opportunities to increase self-confidence. Clients are often required to participate in pro-social groups or activities. Most clients are required to do community service, which helps to develop a sense of community and serving others.

Completion Criteria:

Program participants will successfully complete the program when all of the program requirements have been completed. All program requirements will be listed in the client's agreement or contract. Completion of requirements will be verified by the assigned coordinator, and will be verified and approved by the diversion committee prior to program completion. The expected timeframe for successful completion of the program ranges from 3 months to 1 year, depending on the circumstances of the case and the risks/needs of the client.

Common requirements that apply to all or most diversion clients are: abide by all federal, state and local laws; attend school and maintain passing grades; reside in the state of Kansas; curfew; pay court and diversion costs; regular reporting to diversion office; and, abstain from use, possession, consumption of illegal drugs / alcohol / tobacco. Some examples of requirements that may be specific to certain clients are: attend substance abuse treatment; attend mental health treatment services; attend Cognitive Behavioral Program (such as the Teen Intervention Program); community service; apology letter to victim(s); random drug testing; essays (Five Year Plan or What I Learned from Diversion, etc.); no-contact orders (with victim, co-respondent, negative peers, etc.); involvement in pro-social activity (sports, clubs, church, etc.); ride-along with law enforcement; and, employment.

Indicate the primary (select only one) change in the participants of the program.

- ☐ Substance Abuse (*reduced use of substances, education on risks of substance use, programming/treatment of substances, etc.*)
- ☐ Family relationship (*improved family functioning, reduced out of home placement, reduced incidents of family violence, etc.*)
- ☒ Antisocial behavior (*reduced criminal activity, reduced violence, improved behavior, etc.*)
- ☐ School Attendance (*improved academic performance, improved attendance, reduced disciplinary/expulsion/disciplinary actions, etc.*)

Who is responsible for annually evaluating the program and program operations?

Sedgwick County partners with Wichita State University (WSU) for a formal written evaluation that describes the specific activities and data collected on an annual basis. Dr. Jodie Beeson with WSU serves as an external independent evaluator. The evaluation is a formative (process) evaluation conducted by Dr. Beeson for the program staff with a focus on program improvement as well as a summative (behavior) evaluation conducted for an external audiences and decision makers for the purpose of determining the worth / effectiveness of the program. The evaluation data is communicated through a final report that is provided to key stakeholders as well as published on the Sedgwick County Department of Corrections website.

Describe the process that is utilized for monitoring and evaluating the program.

The program engages in a continuous quality improvement process. Sedgwick County Department of Corrections (SCDOC) administrative staff regularly monitor the program to measure service delivery, service quality and program administration. This is performed by reviewing the program's quarterly reports to check the accuracy of outcome data and through periodic site visits. They also provide budget workbooks to this program on a quarterly basis. This information is used to help guide both programmatic and fiscal decisions.

In addition, Wichita State University researcher and professor, Dr. Jodie Beeson, conducts an annual independent evaluation of the program and shares her evaluation findings and recommendations with the program manager. The program manager discusses those recommendations with program staff and the deputy district attorney of the Juvenile Division. All parties work to find opportunities to implement recommendations and improve program services. Dr. Beeson presents her independent evaluation report and Benchmark 5 Update Report to Team Justice and the Board of County Commissioners on an annual basis. This information is used to provide technical assistance and guide future funding decisions.

H. PROGRAM/SUBGRANTEE PROCESS OUTCOME STATEMENT

Judicial District 18th

Program Name: D.A.'s Juvenile Intervention Program

Program Number: P1518-11

Process Outcome Statement (What will the program change and by how much?)

To serve 240 juvenile offenders in SFY15, as measured by program participation records maintained by the District Attorney's Office.

1. How will the change be measured and what data will be used?

By program participation records maintained by the District Attorney's Office. Specifically, a Clients Served Report is generated to calculate the number of clients served in the relevant time period as indicated by the date services were initiated.

2. By when will it change?

By the end of SFY15.

3. What is the baseline?

In SFY13, this program served 393 juvenile offenders.

It is estimated that with the current level of funding approximately 240 juvenile offenders could be served by the program in SFY15. The estimate comes from a review of historical data and an estimation of staff capabilities. From this, it is estimated that each coordinator could each serve approximately 80 youth annually, and that the program manager position could serve approximately 40 youth annually.

The estimate of the number of clients to be served in SFY15 includes the following:

- Program Manager (grant funded): 40 youth annually
- 3 - .5 FTE Juvenile Coordinators (grant funded): 40 youth annually
- 1.0 FTE Juvenile Senior Coordinator (county funded): 80 youth annually
- $40+120+80= 240$ youth annually

I. PROGRAM/SUBGRANTEE BEHAVIORAL OUTCOME STATEMENT

Judicial District 18th

Program Name: D.A.'s Juvenile Intervention Program

Program Number: P1518-11

Behavioral Outcome Statement (What will the program change and by how much?)

To maintain 95%, the percentage of program participants not charged with a new crime within 12 months after successfully completing the program, as measured by juvenile court records compiled by the Sedgwick County Department of Corrections.

1. How will the change be measured and what data will be used?

By juvenile court records maintained by the Sedgwick County Department of Corrections. Specifically, the Full Court database is utilized by the Sedgwick County Department of Corrections to obtain records of charges filed in the 18th Judicial District for program youth for the relevant time period.

2. By when will it change?

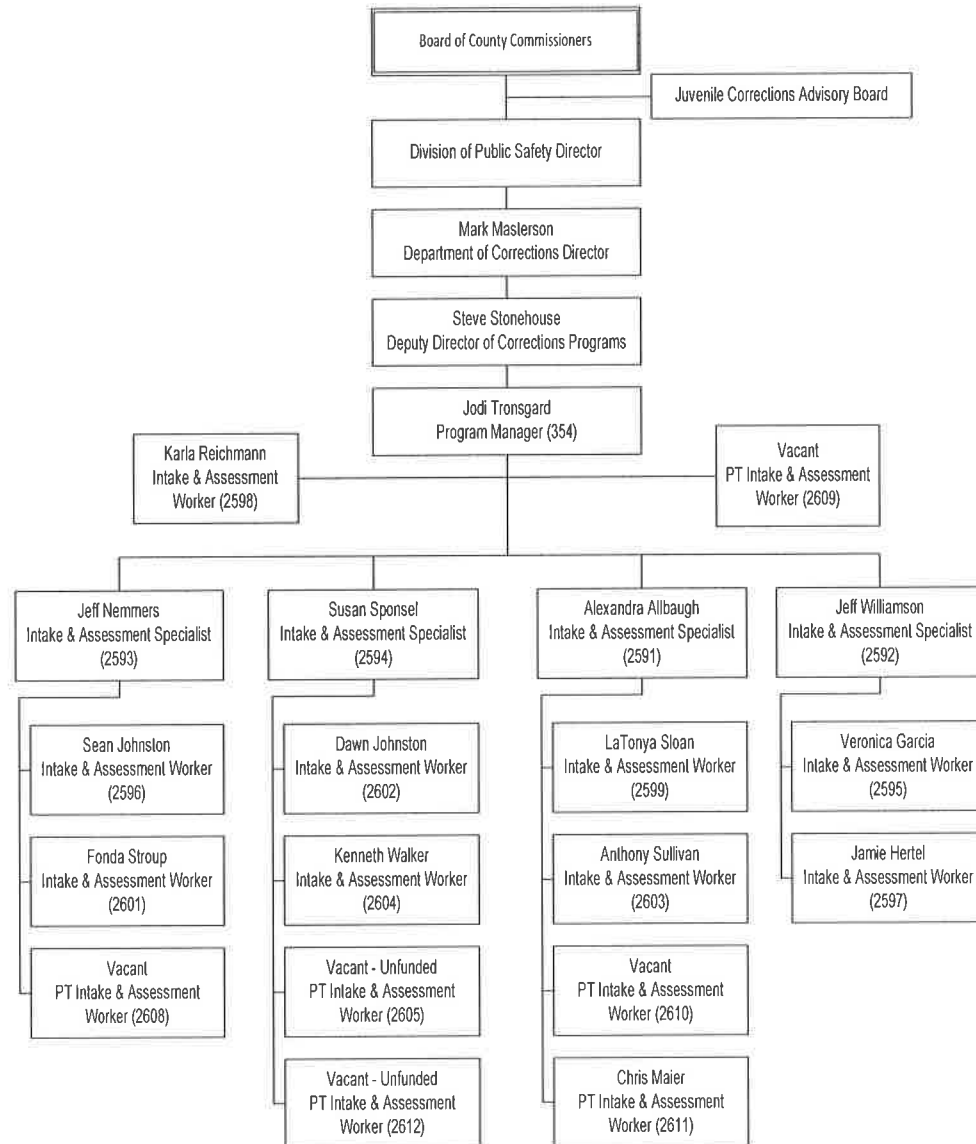
By the end of SFY15.

3. What is the baseline?

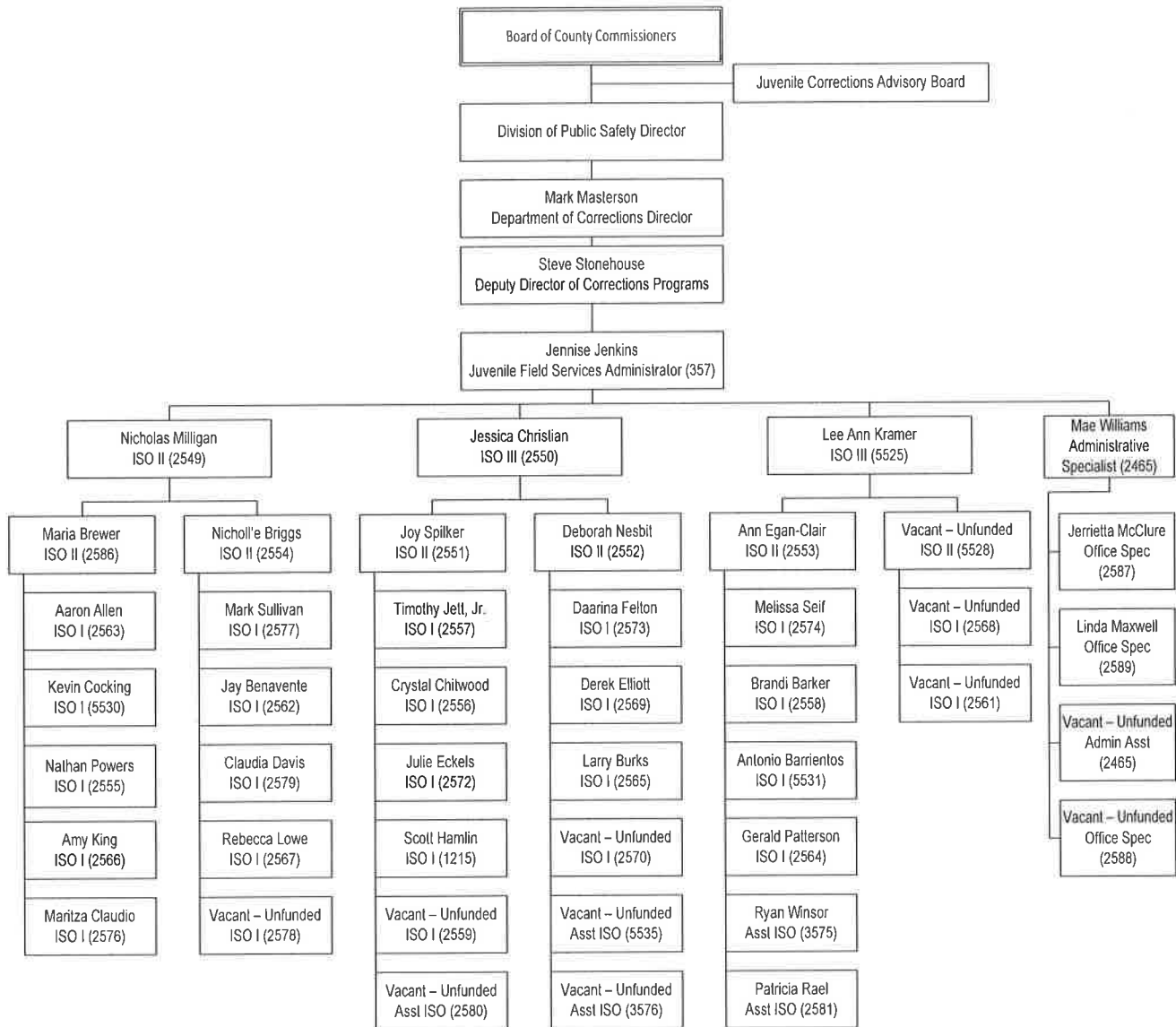
In SFY13, 95% (173 out of 182) of youth were not charged with a new crime within 12 months after successfully completing the program.

J. ORGANIZATIONAL CHART

SEDGWICK COUNTY DEPARTMENT OF CORRECTIONS JUVENILE INTAKE & ASSESSMENT CENTER SFY 2015 ORGANIZATIONAL CHART



**SEDGWICK COUNTY DEPARTMENT OF CORRECTIONS
JUVENILE FIELD SERVICES
SFY 2015 ORGANIZATIONAL CHART**



FY2015 District Programs

K. PROGRAM CONTACT INFORMATION

Program Name & Organization Name	Director Name & Email	Financial Officer *	Physical Address	Phone	Program # and Award Amount
Detention Advocacy Service Kansas Legal Services	Dorothy Burgess burgess@klsinc.org	Jim Murphy	Dorothy Burgess Detention Advocacy Service 700 S. Hydraulic Wichita, KS 67211 Jim Murphy Kansas Legal Services 712 S. Kansas Avenue, #200 Topeka, KS 66603	Dorothy Burgess 316-660-5365 Jim Murphy 785-233-2068	P1518-7 \$167,327
Juvenile Intervention Program District Attorney's Office	John Waller jwaller@sedgwick.gov	Jeanette Clary	John Waller 1900 E. Morris Wichita, KS 67211 Jeanette Clary 535 N. Main Wichita, KS 67211	John Waller 316-660-9739 Jeanette Clary 316-660-3607	P1518-11 \$124,000 Juvenile Offender Diversion
Juvenile Intake and Assessment Center	Jodi Tronsgard jtronsga@sedgwick.gov	Chris Morales	Jodi Tronsgard Juvenile Intake and Assessment Center 700 S. Hydraulic Wichita, KS 67211 Chris Morales Sedgwick County Dept. of Corrections 700 S. Hydraulic Wichita, KS 67211	Jodi Tronsgard 316-660-5360 Chris Morales 316-660-7019	GS1518-1 \$780,310
Juvenile Intensive Supervision Program	Jennise Jenkins jjenkins@sedgwick.gov	Chris Morales	Jennise Jenkins Juvenile Field Services 3803 E. Harry Suite 125 Wichita, KS 67218 Chris Morales Sedgwick County Dept. of Corrections 700 S. Hydraulic Wichita, KS 67211	Jennise Jenkins 316-660-5375 Chris Morales 316-660-7019	GS1518-2 \$671,618
Juvenile Case Management	Jennise Jenkins jjenkins@sedgwick.gov	Chris Morales	Jennise Jenkins Juvenile Field Services 3803 E. Harry Suite 125 Wichita, KS 67218 Chris Morales Sedgwick County Dept. of Corrections 700 S. Hydraulic Wichita, KS 67211	Jennise Jenkins 316-660-5375 Chris Morales 316-660-7019	GS1518-3 \$1,518,273

L. GENERAL BUDGET INSTRUCTIONS

- 1) Budgeted amounts must be for SFY 2015 ONLY.
- 2) Report in the workbook **only** the KDOC- JS grant funds. When funds from other sources are utilized, this should be explained in the narrative. THE AMOUNT REQUESTED IN EACH LINE-ITEM MUST EQUAL THE AMOUNT SHOWN ON THE SUMMARY TAB OF THE WORKBOOK FOR THAT LINE-ITEM. APPLICATIONS THAT DO NOT MATCH THE WORKBOOK WILL BE SENT BACK.
- 3) When costs are shared with other programs, explain how costs are allocated between KDOC- JS funds and other funding sources. Acceptable cost allocation methodologies include historical caseloads and time sheets. Documentation to support your cost allocation methodology must be retained and is subject to audit. ALLOCATING EXPENDITURES TO KDOC- JS FUNDS BECAUSE OF INSUFFICIENT FUNDS FROM OTHER SOURCES IS NOT ALLOWABLE AND WILL RESULT IN AN AUDIT. An example of this is when the proportion of KDOC- JS funds allocated is greater than the proportion of juvenile cases carried by that agency.
- 4) Budgeting of previous year unexpended funds in this application is not allowed.
- 5) Budgeting for pre-paid future year expenditures is not allowed.
- 6) Explain how budgeted amounts were determined.
- 7) Express all figures in whole dollars.
- 8) Round all percentages in the narrative to the nearest tenth.

M. PREVENTION EXPENDITURE JUSTIFICATION

- a. Personnel:** Full-time staff are paid according to their position in the Sedgwick County or Kansas Legal Services pay structure. Full-time staff have a menu of benefits from which they may choose. Forced salary savings will be achieved by leaving positions vacant intentionally and/or laying off staff.

Detention Advocacy Service (DAS)

The amount requested for DAS personnel is \$111,309, approximately 47% of the total amount requested for personnel (\$235,309).

Paralegal IV Detention Advocate duties include: operation of the program, attending court and advisory board meetings, direct service delivery and supervision of the other detention advocate.

Detention Advocate duties include: direct service delivery, supervision of clients, coordination of services, and attending court hearings.

Managing Attorney duties include: grant compliance meetings, internal status meetings and the monthly Detention Utilization Committee meeting.

Administrative Assistant duties include: completes monthly grant reports, computer operations and assures the completeness and accuracy of the data reported in the grant.

Managing Attorney (1%): \$875

Administrative Assistant (5%): \$3,793

Paralegal IV Detention Advocate (94%): \$60,900

Detention Advocate (100%): \$45,741

SFY15 Personnel Budget: \$111,309

D.A.'s Juvenile Intervention Program (JIP)

The amount requested for JIP personnel is \$124,000, approximately 53% of the total amount requested for personnel (\$235,309).

Program Manager (1 FTE) duties include: overseeing the programs operations and administration. The program manager carries a caseload of clients as needed.

Juvenile Coordinator (1.5 FTE) duties include: conduct risk and assessment screens on clients, monitor clients' compliance with the program and meet regularly with the clients in order to address any developing needs or risks.

Program Manager (1): \$83,393

Juvenile Coordinators (1.5): \$79,006 (The three coordinator positions are funded from the county's general fund until December 31, 2014 and will only be grant funded from January 1, 2015 to June 30, 2015)

Total Need: \$162,399

County Contingency Funds: (\$38,399)

SFY15 Personnel Budget: \$124,000

b. Travel/Subsistence: A total of \$201 is being requested for this line item: 100% for DAS

Funds totaling \$201 will be used to reimburse staff for using personal vehicles for the cost of local mileage to visit clients' homes and schools. The reimbursement rate for mileage is based upon the current Kansas Legal Services (KLS) rate, which is lower than the federal mileage rate (428 miles x .47 cents = \$201). Costs are based on KLS policies and historical costs and usage.

c. Equipment: A total of \$200 is being requested for this line item: 100% for DAS

Funds totaling \$200 will be used for repair or replacement of the detention advocates' computers, fax/copier machines and cell phones as they age or need fixed.

d. Supplies: A total of \$1,198 is being requested for this line item: 100% for DAS

Funds totaling \$479 will cover miscellaneous office supplies for DAS. These office supplies include paper, pens, file folders, etc.

Funds totaling \$571 will cover printing and copying for forms, printer cartridges and paper.

Funds totaling \$148 will cover postage for brochures and other documents that may need to be mailed for the program.

e. Contractual/Professional: A total of \$51,623 is being requested for this line item: 100% for DAS

Funding totaling \$1,802 will cover client assistance, which may include funds for education and program-related costs for caseload youth referred to local agencies for assessment or training for such items as GED testing or classes, driver license costs or birth certificates necessary for school or work (estimated need is \$460); initiating phone service for participant families without phone service, where it is required in order to monitor the youth in the program (estimated need is \$364); providing for the occasional need which program youth have for clothing, drug testing, etc. to comply with specific court

orders (estimated need is \$460); the purchase of bus passes and cab vouchers to allow youth transportation to comply with court orders when the family is incapable of providing transportation (estimated need is \$518).

Funding totaling \$821 will cover client incentives. Incentives are budgeted in case plans for youth meeting certain goals.

Funds totaling \$49,000 will cover attorney services. Kansas Legal Services provides legal representation at all detention hearing dockets for 100% of youth needing counsel. In addition, Kansas Legal Services provides continued legal representation to the conclusion of the legal process for 100% of youth accepted to the Detention Advocacy Services program who have not been appointed to another attorney.

f. Training and Education: A total of \$758 is being requested for this line item: 100% DAS

Funding totaling \$100 will cover conference registration costs for three staff members to attend training opportunities that relate to juvenile justice.

Funding totaling \$100 will be used for in-state travel to conferences or trainings that are related to juvenile justice. The reimbursement policy for KLS allows \$.47/mile for mileage, actual hotel costs and \$25/day, less meals provided.

Funding totaling \$558 will allow the KLS attorney to pursue various training opportunities that would enhance their trial advocacy skills.

g. Rental Costs: N/A

h. Communications: A total of \$1,938 is being requested for this line item: 100% for DAS

Funds totaling \$1,259 will cover costs for the internet service to communicate with the main office, for data collection/ transfer and to communicate with clients.

Funds totaling \$59 will cover the DAS portion of an annual fee to Network Plus for VIPRE, an anti-virus software program.

Funds totaling \$620 will cover the cell phone serve for the two detention advocates to communicate when they are away from the office and for emergency contact by youth and their families.

i. Prevention Programs:

Total Prevention Programs = \$291,327. The Prevention Allocation is \$401,208, which leaves a remaining prevention allocation of \$109,881. The remaining prevention allocation will offset the graduated sanctions shortfall for personnel costs in SFY15 due to the reduction in the SFY15 graduated sanctions allocation. The remaining prevention allocation was split by 33%, \$109,881, to all three core graduated sanction programs. (JISP, JCM, and JIAS)

j. Other: A total of \$100 is being requested for this line item: 100% for DAS

Funds totaling \$100 will cover costs for prepaid gas cards. DAS has had increased requests from clients asking for assistance in paying for gas to enable them to attend court and other programs that are required by the court or the DAS program. DAS would purchase 10 gas cards at \$10.00 each. This amount would assist 10 youth.

N. GRADUATED SANCTIONS EXPENDITURE JUSTIFICATION

- a. **Personnel:** Full-time staff are paid according to their position in the Sedgwick County pay structure relative to other, similar types of work and according to length of time in service. Part-time staff are paid a rate equal to others starting in the same position, but without fringe benefits or step increases. Fringe benefits are in line with other Sedgwick County programs. Full-time staff have a menu of benefits from which they may choose. Forced salary savings will be achieved by leaving positions vacant intentionally and/or laying off staff. Due to the decrease in the Graduated Sanction allocation, the remaining prevention allocation amount of \$109,881 will be used to cover personnel costs for JIAS, JISP, and JCM. The amount was split by 33%, which allotted \$36,627 to all three core graduated sanction programs.

Administrative Personnel

In the Sedgwick County organizational structure, the Department of Corrections directly administers the three core programs. A cost allocation formula is used to determine the portion of the Department of Corrections grant administration staff that is charged to each program.

Staff in the department's centralized administration include the department's director, deputy director, department budget & support services administrator, project manager, professional development section manager, administrative officer, information technology technician, and three administrative assistants. The allocation of costs is based upon the percent each grant program's resources make-up of the total state grant programs directly provided by the department. *Note: The funding for these ten positions is shared 40/60 with the County's general fund budget. This is because the department's resources are generally 60% from the general fund and 40% from state grants. This translates to .16 FTE for each of the ten positions in centralized grant administration being charged to KDOC - JS core programs. A total of .12 FTE is charged to Juvenile Field Services and .04 FTE to JIAC. Applying the 30/70 percent split to the JFS portion results in .04 FTE charged to JISP and .08 FTE charged to JCM.

The department's director (.16 FTE) is responsible for directing operation of the core programs and serves as the District's Administrative Contact with the Kansas Department of Corrections- Juvenile Services (KDOC-JS). His duties include at a minimum the following:

- Direct supervision, training, and evaluation of the deputy director as well as other division administrators.
- Leads and manages the Department of Correction's training program.
- Leadership on the state and local levels
- Makes recommendations to Team Justice and the BOCC
- Manages programs in accordance with all applicable standards and regulations
- Sets strategic direction; approves, prioritizes, and coordinates activities; maintains accountability through appropriate controls and procedures; monitors programs for performance through monthly, quarterly and annual review of fiscal and program outcome
- Oversight of budget and personnel management (hiring and firing authority)
- Facilitates community involvement by staffing advisory boards
- Maintains documentation of outcomes for every program and presents organized data to advisory boards, BOCC, and other community interest groups
- Administers grant funding processes, develops funding applications, negotiates contracts, administers contracts through the monitoring of fiscal and program data
- Maximizes funding opportunities and system enhancements

- Organizes and implements system and program changes by working with key stakeholders
- Serves as the media spokesman
- Approves policies and procedures

The department's deputy director (.16 FTE) provides professional administrative work in directing the Juvenile Services Division within the Department of Corrections. Direct supervision, training, and evaluation of the JIAC program manager and JFS administrator as well as other department administrators.

The department's budget & support services administrator (.16 FTE) provides support services to the director and program managers by relieving them of administrative details related to their roles. This position leads, administers, supervises and manages all fiscal and administrative operations for the Department of Corrections (DOC). This position supervises the centralized DOC Administrative Services team which includes; an administrative officer, project manager and (3) administrative assistants.

The department's project manager (.16 FTE) coordinates activities related to the planning, implementation and administration of grant funded juvenile justice programs and services. This position is responsible for producing working agreements, grant applications and reports; contract monitoring; administrative support to multi-agency planning committees; and, budget oversight and development.

The department's professional development section manager (.16 FTE) is responsible for the development, coordination, and implementation of training strategies, plans and processes to support the Department of Corrections' (DOC) training goals. Serves as a liaison between HR employee relations, DOC management and DOC employees. Seeks to facilitate resolution of employee issues at the departmental level.

The department's administrative officer (.16 FTE) provides support services to the director, budget & support services administrator and deputy director. This position supervises the administrative assistants.

The department's information technology technician (.16 FTE) provides direct services to the core programs through time spent on installation and maintaining computer hardware and software for each program's use.

The department's administrative assistants (.48 FTE) provide essential clerical services for the director and budget & support services administrator, which includes processing purchases, entering payroll, maintaining inventories, arranging meetings, taking and preparing written minutes, data entry, gathering and distributing data, creating reports, maintaining files, preparing presentation graphics, preparing final work products such as grant applications and reports for distribution to the governing bodies and the public.

Juvenile Intake and Assessment Center (JIAC or JIAS)

The amount requested for JIAS personnel is \$764,359, approximately 28% of the total amount requested for personnel (\$2,694,935).

Program Manager (1) duties include: human resource management, policy and procedure development, program implementation, strategic planning, program performance monitoring, liaison with stakeholders and other public agencies, and other incidental duties as required in order to ensure a safe, quality program. The JIAC program manager is a member of the senior management team of the Sedgwick County Department of Corrections.

Intake Specialist (4) duties include providing shift supervision, training of intake workers, and providing direct services to program participants and their families.

Intake Worker (9 FT & 1 PT) duties include providing direct services to program participants and their families, maintaining juvenile records, and supporting general facility maintenance.

Administrative Personnel (cost allocations are in the section above): \$32,147

Program Manager: \$64,191

Intake Specialists: \$253,294

Intake Workers: \$472,090

Total Need: \$821,722

Projected Salary Savings: (\$57,363)

SFY15 Personnel Budget: \$764,359

Juvenile Intensive Supervision Program (JISP) and Juvenile Case Management (CCMA)

The amount requested for JISP personnel is \$594,334, approximately 22% of the total amount requested for personnel (\$2,694,935).

The amount requested for CCMA personnel is \$1,336,242, approximately 50% of the total amount requested for personnel (\$2,694,935).

Juvenile Field Services Administrator (1) duties include: human resource management, policy and procedure development, program implementation, strategic planning, program performance monitoring, liaison to court and other public agencies, etc. The JFS administrator is a member of the senior management team of the Sedgwick County Department of Corrections.

JFS Administrative Specialist (1) duties include: supervision of support staff, assisting with human resource management, liaison to vendors, and supervision of purchasing, payroll and technology issues.

JFS Office Specialist (2) duties include: general clerical support functions for all staff and reception.

JFS Intensive Supervision Officer III (3) duties include: supervision of the JISP and JCM programs, policy development, program implementation, and liaison to residential providers.

Intensive Supervision Officer II (5) duties include: assisting the Intensive Supervision Officer IIIs, supervision of clients, coordination with service providers, attending court hearings, maintaining case files, preparing reports, etc.

Intensive Supervision Officer I (20) duties include: supervision of clients, coordination with service providers, attending court hearings, maintaining case files, preparing reports, etc.

Assistant Intensive Supervision Officer (2) duties include: (1) completes intake duties at the juvenile court house on clients, evening and weekend monitoring of clients, maintenance of electronic monitoring equipment, and assisting with urinary and breath analysis tests. (2) transporting clients to and from placements around the state, assisting ISO I's with filing, UA's, etc.

Administrative Personnel (cost allocations in section above): \$96,441 [CCMA=\$64,294;JISP = \$32,147]

Juvenile Field Services Administrator: \$69,188 [CCMA 70% = \$48,432 and JISP 30% = \$20,756]

Administrative Specialist: \$52,648 [CCMA 70% = \$36,854 and JISP 30% = \$15,794]

Office Specialists: \$80,327 [CCMA 70% = \$56,229 and JISP 30% = \$24,098]

ISO IIIs: \$220,016 [CCMA 70% = \$154,012 and JISP 30% = \$66,004]

ISO IIs: \$317,003 [CCMA 70% = \$221,903 and JISP 30% = \$95,100]

ISO Is: \$1,101,614 [CCMA 70% = \$771,130 and JISP 30% = \$330,484]

Assistant Intensive Supervision Officers: \$107,872 [CCMA 70% = \$75,511 and JISP 30% = \$32,361]

Total Need: \$2,045,109 [CCMA \$1,428,365 and JISP \$616,744]

Projected Vacancy / Salary Savings: (\$114,533) [CCMA = (\$92,123) and JISP = (\$22,410)]

SFY15 Personnel Budget: \$1,930,576 [CCMA = \$1,336,242 and JISP = \$594,334]

***The remaining prevention allocation was divided by 33%, \$109,881, for JISP, JIAS, and CCMA to cover personnel costs. ***

**NOTE: Percentages were calculated using the following method:
Program allocation ÷ total allocation = percentage (rounded to the nearest whole number).
Then percentages were rounded so the total equaled 100%.**

Example from SFY12 application:

**Equipment – JIAS: $\$2,894 \div \$5,583 = 51.84\%$ which was rounded to 52%.
JISP: $\$807 \div \$5,583 = 14.454\%$ which was round to 14%.
CCMA: $\$1,882 \div \$5,583 = 33.7\%$ which was round to 34%.
 $52\% + 14\% + 34\% = 100\%$**

- b. Travel/Subsistence: A total of \$51,967 is being requested for this line item: \$479 (1%) for JIAS; \$15,446 (30%) for JISP; and \$36,042 (69%) for CCMA.**

Funds totaling \$367 will cover motor pool costs for JIAS (100%). The JIAC program has a vehicle that is used for transporting juveniles to shelter facilities when necessary. The JIAS vehicle is maintained by the Sedgwick County Motor Pool, which charges a monthly fee based on mileage, maintenance, insurance and registration costs. Motor pool costs are split 85% Juvenile Detention Facility (Home Based Supervision) and 15% JIAC ($\$2,444.32 \times 15\% = \367). No replacement funds are collected for this vehicle. It is expected that local travel will total 50 miles quarterly.

Funds totaling \$112 will be used to reimburse staff for using personal vehicles to conduct agency business such as going to local meetings for JIAS (100%). It is expected that local travel will total 200 miles. The reimbursement rate for mileage is based upon the current Sedgwick County reimbursement rate that is periodically revised ($200 \text{ miles} \times 56 \text{ cents} = \112).

Funds totaling \$504 will be used to reimburse staff for using personal vehicles for court, on field visits and local meetings for JFS: \$151 (30%) for JISP and \$353 (70%) for CCMA. It is expected that local travel will total 900 miles. The reimbursement rate for mileage is based upon the current Sedgwick County reimbursement rate that is periodically revised ($900 \times 56 \text{ cents} = \504).

Funds totaling \$1,500 will cover in-state travel to meetings (mileage, meals, hotel, etc) for JFS: \$450 (30%) for JISP and \$1050 (70%) for CCMA.

Funds totaling \$49,484 will cover motor pool costs for JFS: \$14,845 (30%) for JISP and \$34,639 (70%) for CCMA. JFS has five vehicles that are used for transporting juveniles, attending community meetings and visiting youth in placements. The vehicles are maintained by the Sedgwick County Motor Pool, which charges a monthly fee to cover fuel, maintenance, County self-insurance and registration costs.

- c. Equipment: A total of \$5,300 is being requested for this line item: \$3,800 (72%) for JIAS; \$450 (8%) for JISP; and \$1,050 (20%) for CCMA.**

Funds totaling \$2,000 will cover equipment replacement / repair for JIAS (100%). These funds will be used for equipment repair or replacement due to the age of, and wear and tear on, current equipment.

Funds totaling \$1,800 will cover the cost of replacing three aged and broken chairs for JIAS (100%).

Funds totaling \$1,500 will cover equipment maintenance / repairs (copiers) for JFS: \$450 (30%) for JISP and \$1050 (70%) for CCMA.

d. Supplies: A total of \$23,750 is being requested for this line item: \$7,400 (31%) for JIAS; \$4,905 (21%) for JISP; and \$11,445 (48%) for CCMA.

Funds totaling \$6,600 will cover miscellaneous office supplies for JIAS: \$6,600 (100%) for JIAS. These office supplies include filing supplies, copier paper, printer toner, postage, pens, plastic gloves for staff use and paper booties for juveniles to wear while in the JIAC facility.

Funds totaling \$150 will cover printing for JIAC brochures and Starting Point brochures (100%) for JIAS.

Funds totaling \$350 will cover Family resource packets (100%) for JIAS.

Funds totaling \$125 will cover materials for the Brief Intervention Tools by the Carey Group (BITS) curriculum (100%) for JIAS.

Funds totaling \$100 will cover supplies for youth such as books to read while in the facility, blankets and clothing items when the youth arrives without appropriate attire (all items remain in the facility for re-use by other clients) (100%) for JIAS.

Funds totaling \$75 will cover training materials related to increasing evidence-based practices, particularly Motivational Interviewing, and general staff development (100%) for JIAS.

Funds totaling \$16,000 will cover miscellaneous office supplies for JFS: \$4,800 (30%) for JISP; and \$11,200 (70%) for CCMA. Office supplies are necessary to support services to target population and overall program operations. This includes material for behavioral cognitive groups offered at JFS.

Funds totaling \$300 will cover printing costs for JFS: \$90 (30%) for JISP; and \$210 (70%) for CCMA. Printing funds cover printing such things as brochures and business cards that are provided to participants, their families and interested community members.

Funds totaling \$50 will cover postage for JFS: \$15 (30%) for JISP and \$35 (70%) for CCMA.

e. Contractual/Professional: A total of \$37,804 is being requested for this line item: \$1,032 (3%) for JIAS; \$10,822 (29%) for JISP; and \$25,950 (68%) for CCMA.

Funds totaling \$50 will cover records disposal, shredding, as identified in 2014 for JIAS.

Funds totaling \$234 will cover the Key Watcher security system for JIAS.

Funds totaling \$168 will cover an Ergonomic Consultation for JIAS staff, as required when requested by a county staff member.

Funds totaling \$317 will cover client assistance, food, for JIAS youth who may be in the facility for an extended amount of time or youth who arrive and have not eaten for an extended period of time.

Funds totaling \$263 will cover client assistance, transportation, for JIAS families experiencing transportation issues which can impact the placement options; transportation assistance (taxi cab vouchers or bus tokens) can facilitate the youth being released home when no other transportation options exist.

Funds totaling \$500 will cover client services, transportation and temporary housing for JFS: \$500 (100%) for CCMA.

Funds totaling \$200 will cover DCF checks: \$200 (100%) for CCMA.

Funds totaling \$20,000 will cover miscellaneous client services (EMD, interpreter services, UAs, Mental Health Evaluations): \$6,000 (30%) for JISP; and \$14,000 (70%) for CCMA.

Funds totaling \$250 will cover staff/intern DCF/medical checks: \$75 (30%) for JISP; and \$175 (70%) for CCMA.

Funds totaling \$1,500 will cover miscellaneous contracts: \$450 (30%) for JISP; and \$1,050 (70%) for CCMA.

Funds totaling \$14,322 will cover custodial (janitorial) services for JFS: \$4,297 (30%) for JISP and \$10,025 (70%) for CCMA.

f. Training and Education: A total of \$4,150 is being requested for this line item: \$1,650 (40%) for JIAS; \$750 (18%) for JISP; and \$1,750 (42%) for CCMA.

Funds totaling \$1,500 will cover registration fees: \$1,500 (100%) for JIAS. There will be \$100 available to help pay for the cost for local training events for each staff (\$100 per staff x 15 staff).

Funds totaling \$150 will cover JIAS staff to attend Child Abuse & Neglect Reporting Training as the JIAS staff are required to be mandated reporters.

Funds totaling \$1,000 will cover in-state conference registration fees for JFS: \$300 (30%) for JISP and \$700 (70%) for CCMA. Specific conferences will be chosen during the budget year, but attendance is limited to conferences sponsored by Kansas agencies and / or must be directly related to services to the juvenile offender population.

Funds totaling \$1,500 will cover in-state travel costs (mileage, meals, hotel, etc.) to attend conferences for JFS: \$450 (30%) for JISP and \$1,050 (70%) for CCMA.

g. Rental Costs: A total of \$140,205 is being requested for this line item: \$0 (0%) for JIAS; \$42,061 (30%) for JISP; and \$98,144 (70%) for CCMA.

The funds in this line item will be used exclusively by the Juvenile Field Services Programs. In 2006, the JIAC program moved into the newly constructed Juvenile Detention Facility. Sedgwick County is allowing this program to use the space without paying for lease, maintenance, or utility costs.

Funds totaling \$133,705 will cover building rent and utilities for JFS: \$40,111 (30%) for JISP and \$93,594 (70%) for CCMA.

Funds totaling \$6000 will cover maintenance and custodial supplies for JFS: \$1,800 (30%) for JISP and \$4,200 (70%) for CCMA.

Funds totaling \$500 will cover building repairs for JFS: \$150 (30%) for JISP and \$350 (70%) for CCMA. Building repair is necessary to cover repairs that are not covered by the lease.

- h. Communications: A total of \$3,000 is being requested for this line item: JIAS; \$900 (30%) for JISP; and \$2,100 (70%) for CCMA.**

Funds totaling \$3,000 will cover telephones, cell phones, videoconferencing, radios, faxing and pages that are necessary to run the JISP and JCM programs: \$900 (30%) for JISP and \$2,100 (70%) for CCMA. JFS is required to have an on-call cellular phone as well as cellular service for staff members traveling out of the Sedgwick County area.

- i. Other: A total of \$9,090 is being requested for this line item: \$1,590 (18%) for JIAS; \$1,950 (21%) for JISP; and \$5,550 (61%) for CCMA.**

Funds totaling \$1,440 will cover monthly copier expenses for JIAS (100%).

Funds totaling \$150 will cover furniture adjustments for offices, which must be completed by Management Services for John Marshall furniture for JIAS (100%).

Funds totaling \$1,000 will cover client assistance (clothing): \$1,000 (100%) for CCMA.

Funds totaling \$4,500 will cover monthly copier expenses for JFS. \$1,350 (30%) for JISP and \$3,150 (70%) for CCMA.

Funds totaling \$2,000 will cover client food for groups for JFS: \$600 (30%) for JISP and \$1,400 (70%) for CCMA. Clients may be provided nutritional snacks during group programming.