**Planning & Implementation Guide**

FY2018 Second Chance Act Comprehensive Community-Based Adult Reentry Program, Category 2: Community-Based Adult Reentry with Small and Rural Organizations

**Description**

This Planning & Implementation Guide is intended for recipients of the Second Chance Act Comprehensive Community-Based Adult Reentry Program Category 2 grants administered by the U.S. Department of Justice’s Bureau of Justice Assistance. Grantees will complete this guide in partnership with the technical assistance provider from the National Reentry Resource Center over the course of their grant.

*The National Reentry Resource Center prepared this guide with support from the U.S. Department of Justice’s Bureau of Justice Assistance. The contents of this document do not necessarily reflect the official position or policies of the U.S. Department of Justice.*

**About the Planning & Implementation Guide**

The National Reentry Resource Center (NRRC) has prepared this Planning & Implementation Guide (P&I Guide) to support grantees in developing and refining their reentry program. With assistance from the NRRC, grantees are to complete the guide within 180 days of receiving final approval of the project’s budget from the Office of Chief Financial Officer. The guide is not intended to serve as a step-by-step blueprint, but rather to cultivate discussion on best practices, identify considerations for your collaborative effort, and help you work through key decisions and implementation challenges.

This guide was developed as a tool for grantees, but it also serves as an important tool for your NRRC technical assistance provider (“TA provider”) to understand the status and progress of your project, the types of challenges you are encountering, and the ways they might be helpful to you in making your project successful.

You and your TA provider will use your responses to the self-assessment to collaboratively develop priorities for technical assistance.

Any questions about this guide should be directed to your TA provider.

**Contents of the Guide**

The guide is divided into six sections, each with assessment questions, exercises, and discussion prompts. You will be prompted to write short responses, attach relevant documents, and/or complete exercises for each section. Your answers will provide insight into your program’s strengths and identify areas for improvement. As you work through the sections, take note of the corresponding supporting resources in the Appendix, as they contain suggestions for further reading and provide access to important resources and tools. Your TA provider may also send you additional information on specific topics to complement certain sections. If you need additional information or resources on a topic, please reach out to your TA provider.

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| **TA Provider Contact Information** |
| **Name:** | Click or tap here to enter text. |
| **Phone:** | Click or tap here to enter text. |
| **Email:** | Click or tap here to enter text. |

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**SECTION 1: Getting Started and Identifying Goals**
Although your TA provider has read the project narrative that you submitted in response to the Second Chance Act (SCA) solicitation, there may have been updates or developments since you submitted your original application. This exercise is intended to give your TA provider a sense of your current project goals and your initial technical assistance needs.

1. Grantee name:

Click or tap here to enter text.

1. Award number:

Click or tap here to enter text.

1. Geographic location (*Please specify the city, county, and state where your program operations are primarily occurring.)*:

Click or tap here to enter text.

1. Describe what challenges, if any, your geographic location may pose to achieving your project goals.

Click or tap here to enter text.

1. Project Name:

Click or tap here to enter text.

1. Point(s) of Contact *(Please include criminal justice agency and evaluation partners in this section.)*

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| --- | --- | --- | --- |
| **Program Point of Contact Name** | **Email** | **Title** | **Organization** |
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1. Project Goals and Objectives:

Click or tap here to enter text.

1. Please provide the following documents to your TA provider:

[ ] Copy of signed Bureau of Justice Assistance award document, with any grantee-specific conditions

[ ] Memoranda of understanding (MOUs), interagency agreements, and information-sharing agreements

[ ] Attach to this document a process flow chart, completed in collaboration with your TA provider in Section 4

**SECTION 2: Project Partners**

1. List partners relevant to the project:

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| --- | --- | --- | --- |
| **Agency**  | **Role in Program/Support Offered**  | **How often and by what method(s) do you plan to communicate with this partner, including sharing data?​**  | **Do you have a signed MOU?** |
| *Example: ABC Housing Agency* | *Example: ​Provide housing and homelessness services for participants through referrals from program staff* | *Example: ​An MOU will be established with ABC Housing Agency. Case managers will coordinate with ABC staff as needed for case planning and ABC staff will attend a monthly partners meeting. Outcome data on participants referred to ABC will be emailed to the program coordinator each quarter.​* | Yes | No | In Process |
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[ ]  **Discuss with TA provider other key partners that should be included in this grant initiative.**

[ ]  **Discuss with TA provider the existing relationship with community supervision partner(s) and how that relationship can impact grant implementation.**

**Grantee** **Action Plan** (Please list any next steps needed to accomplish goals related to project partners.)

Click or tap here to enter text.

**SECTION 3: Target Population Basics**

1. Please check the applicable boxes below to provide a description of your target population. *(Select all that apply.):*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Age | Risk Level | Sex/Gender | Other *(Please describe.)* |
|  | 18–25 | 26–34 | 35–54 | 55+ | Low | Moderate | High | Men | Women |  |
| Target Population |[ ] [ ] [ ] [ ]  [ ]  |[ ] [ ] [ ] [ ]  Click or tap here to enter text. |

1. Use the field below to provide any further details about your target population*(e.g., 75 men convicted of a violent offense and released from jail to probation in Washington County)*:

Click or tap here to enter text.

1. Exclusionary Criteria *(e.g., serious mental illness, sex offense):*

Click or tap here to enter text.

1. What facilities (e.g., prisons, jails, halfway houses, treatment facilities) will be involved in this initiative?

Click or tap here to enter text.

1. What is the racial/ethnic composition of your target population, in numerical percentages?

% White: Click or tap here to enter text.

% Black or African American: Click or tap here to enter text.

% American Indian or Alaska Native: Click or tap here to enter text.

% Asian: Click or tap here to enter text.

% Hispanic or Latino: Click or tap here to enter text.

% Other: Click or tap here to enter text.

[ ]  **Discuss with your TA provider what strategies, if any, you will use to engage participants from various subpopulations such as racial/ethnic minorities or people who are geographically isolated.**

[ ]  **Discuss with your TA provider how you arrived at the number to serve.**

**Grantee** **Action Plan** (Please list any next steps needed to accomplish goals related to target population.)

Click or tap here to enter text.

**SECTION 4: Process Flow and Project Design**

1. Process Flow Chart: This exercise is intended to be completed in collaboration with your TA provider. With your planning team, we will have a discussion that will examine each step of a person’s involvement in your jurisdiction’s criminal justice system—from the moment the person is admitted to jail/prison to their release and connection to community-based treatment, services, and supervision. Developing a process flow chart will help your TA provider and team members determine what activities occur when, where, and how. The following chart should be used to guide the development of your process flow chart, which should be tailored to your grant initiative and outline when screenings, assessments, services, cognitive-based programming, and data collection occur. If you already have a process flow chart for the program, share it with your TA provider to drive the discussion.

Actions:

* Determine if assessments and/or case plans may be shared
* Inventory and coordinate service provision
* Ensure programming continuity
* Sustain participant engagement
* Communicate program compliance
* Collaborate to improve project model
* Determine how outcome information will be communicated

Actions:

* Determine if screenings, assessments and case plans may be shared
* Coordinate release transition and reentry (housing, transportation, medications, identification, paperwork, significant other reunifications)
* Collaborate with other departments or service providers
* Ensure programming continuity
* Sustain participant engagement

Actions:

* Identify decision makers for task force, if applicable
* Determine if screenings, assessments, and/or case plans may be shared
* Determine target population
* Develop in-reach process
	+ Transition planning
	+ Interventions or services
* Coordinate release transition and reentry
* Understand what kind of data can be shared
1. What is the name of the validated criminogenic risk and needs assessment used to assess the target population for this grant initiative?

[ ] Correctional Assessment and Intervention System (CAIS)

[ ] Wisconsin Risk and Needs (WRN) instruments

[ ] Correctional Offender Management Profile for Alternative Sanctions (COMPAS)

[ ] Level of Service Instruments (LSI, LSI-R, LS/CMI, LSI-R:SV, LS-RNR)

[ ] Offender Screening Tool (OST)

[ ] Ohio Risk Assessment System (ORAS)

[ ] Other (please specify): Click or tap here to enter text.

1. What agency or agencies will administer the risk and needs assessment for this grant initiative?

Click or tap here to enter text.

1. Please list any substance use or mental health screenings and/or assessments that will be used:

Click or tap here to enter text.

[ ]  **Discuss with your TA Provider any challenges to providing case planning and resources for people with substance addiction, mental health needs, trauma, and domestic violence history.**

[ ]  **Discuss with your TA provider how you will address such barriers as transportation and limited housing options for participants.**

**Grantee** **Action Plan** (Please list any next steps needed to accomplish goals related to process flow and project design.)

Click or tap here to enter text.

**SECTION 5: Project Evaluation**

1. How do you define completion of the program? *(E.g., participant completed all goals identified in the case plan; participant completed the cognitive behavioral intervention, etc.)*

Click or tap here to enter text.

1. How will you track the success of the participants?

Click or tap here to enter text.

1. How will recidivism be measured? *(Select all that apply.)*

[ ] Rearrest

[ ] Reincarceration

[ ] Reconviction

[ ] Revocation

1. What is the baseline recidivism rate for your target population?

Click or tap here to enter text.

[ ]  **Discuss with your TA provider the goals of your evaluation.**

[ ]  **Discuss with your TA provider the types of data you plan to collect.**

**Grantee** **Action Plan** (Please list any next steps needed to accomplish goals related to project evaluation.)

Click or tap here to enter text.

**SECTION 6: Sustainability**

1. List the components of the grant initiative that will continue after the life of the grant. *(E.g., use of screening or assessment tools, case plan sharing, etc.)*

Click or tap here to enter text.

1. How will you share performance measures and initiative data with stakeholders?

Click or tap here to enter text.

**Grantee** **Action Plan** (Please list any next steps needed to accomplish goals related to sustainability.)

Click or tap here to enter text.

## **APPENDIX: Supporting Resources**

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| **Resource Centers** |
| * National Center on Domestic Violence, Trauma, and Mental Health (<http://www.nationalcenterdvtraumamh.org/>)
* National Mentoring Resource Center (<http://www.nationalmentoringresourcecenter.org/>)
* National Reentry Resource Center ([https://nationalreentryresourcecenter.org](https://csgjusticecenter.org/nrrc))
* National Registry of Evidence-Based Programs and Practices (https://www.samhsa.gov/nrepp)
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| **Rural Reentry**  |
| * Housing Assistance Council. *Rural Reentry: Housing Options and Obstacles for Ex-Offenders*. Washington, DC: Housing Assistance Council, 2011. <http://www.ruralhome.org/storage/research_notes/rural_reentry_12-2011.pdf>.
* Lowe, Nathan, and Kimberly Cobb. “The Long Road Home in Rural America: Challenges & Strategies for Rural Re-Entry Supervision.” *Capitol Ideas Magazine* (July/August 2017). <https://csgjusticecenter.org/nrrc/media-clips/the-long-road-home-in-rural-america-challenges-strategies-for-rural-re-entry-supervision/>.
* Zajac, Gary, Robert Hutchinson, and Courtney A. Meyer, *An Examination of Rural Prisoner Reentry Challenges.* Harrisburg, PA: The Center for Rural Pennsylvania, 2014. <https://csgjusticecenter.org/nrrc/publications/an-examination-of-rural-prisoner-reentry-challenges/>.
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| **Screening, Assessment, and Risk-Needs-Responsivity** |
| **Screening and Assessment for Substance Addictions, Mental Illnesses, and Co-occurring Substance Addictions and Mental Illnesses*** “Opioid Addiction Screening and Assessment for People in the Criminal Justice System.” Webinar held by The Council of State Governments Justice Center, New York, NY, July 10, 2018. <https://csgjusticecenter.org/nrrc/webinars/opioid-addiction-screening-and-assessment-for-people-in-the-criminal-justice-system/>.
* Substance Abuse and Mental Health Services Administration. *Screening and Assessment of Co-occurring Disorders in the Justice System*. HHS Publication No. (SMA)-15-4930. Rockville, MD: Substance Abuse and Mental Health Services Administration, 2015. https://store.samhsa.gov/product/Screening-and-Assessment-of-Co-occurring-Disorders-in-the-Justice-System/SMA15-4930.

**Risk-Needs-Responsivity*** D’Amora, David. “Risk Need Responsivity 101: A Primer for SCA and JMHCP Grant Recipients.” Webinar held by The Council of State Governments Justice Center, New York, NY, March 31, 2015. <http://csgjusticecenter.org/reentry/webinars/risk-need-responsivity-101-a-primer-for-sca-and-jmhcp-grant-recipients/>.
* Hanson, R. Karl, et al. *A Five-Level Risk and Needs System: Maximizing Assessment Results in Corrections through the Development of a Common Language.* New York: The Council of State Governments Justice Center, 2017. <https://csgjusticecenter.org/wp-content/uploads/2017/01/A-Five-Level-Risk-and-Needs-System_Report.pdf>.
* The Council of State Governments Justice Center. “Three Things You Can Do to Prevent Bias in Risk Assessment.” Last modified July 20, 2016. <https://csgjusticecenter.org/jr/posts/three-things-you-can-do-to-prevent-bias-in-risk-assessment/>.
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| **Evidence-Based Behavioral Health and Community Support Practices** |
| * Blandford, Alex, and Fred Osher. *Guidelines for the Successful Transition of People with Behavioral Health Disorders from Jail and Prison.* New York: The Council of State Governments Justice Center, 2013. <http://csgjusticecenter.org/wp-content/uploads/2013/12/Guidelines-for-Successful-Transition.pdf>.
* Plotkin, Martha, and Alex Blandford. *Critical Connections: Getting People Leaving Prison and Jail the Mental Health Care and Substance Use Treatment They Need—What Policymakers Need to Know about Health Care Coverage*. New York: The Council of State Governments Justice Center, 2017. <https://csgjusticecenter.org/nrrc/critical-connections/>.
* The Council of State Governments Justice Center. “Collaborative Comprehensive Case Plans.” Accessed September 25, 2018. <https://csgjusticecenter.org/nrrc/collaborative-comprehensive-case-plans/>.
* The National Judicial College. *Principles of an Effective Criminal Justice Response to the Challenges and Needs of Drug-Involved Individuals*. Reno, NV: The National Judicial College, 2012. <http://www.judges.org/wp-content/uploads/DIO-monograph0113.pdf>.
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| **Mentoring** |
| * Umez, Chidi, Jan De la Cruz, Maureen Richey, and Katy Albis. *Mentoring as a Component of Reentry: Practical Considerations from the Field.* New York: The Council of State Governments Justice Center, 2017. <https://csgjusticecenter.org/wp-content/uploads/2017/07/6.27.17_Mentoring-as-a-Component-of-Reentry.pdf>.
* Weiston-Serdan, Torie. *Critical Mentoring: A Practical Guide*. Sterling, Virginia: Stylus Publishing, 2017.
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| **Performance Measurement and Program Evaluation** |
| * The Bureau of Justice Assistance*. Guide to Program Evaluation*. Washington, DC: The Bureau of Justice Assistance, 2012. <https://www.bja.gov/evaluation/guide/bja-guide-program-evaluation.pdf>.
* Latessa, Edward J. *Evaluating Correctional Programs*. Tokyo: United Nations Asia and Far East Institute for the Prevention of Crime and Treatment of Offenders, 2013. <https://www.ncjrs.gov/App/Publications/abstract.aspx?ID=264722>.
* National Institute of Justice. “Recidivism.” Last modified June 17, 2014. <https://www.nij.gov/topics/corrections/recidivism/Pages/welcome.aspx>.
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| **Employment** |
| * Duran, L., M. Plotkin, P. Potter, and H. Rosen. *Integrated Reentry and Employment Strategies: Reducing Recidivism and Promoting Job Readiness.* New York: The Council of State Governments Justice Center, 2013.<https://www.bja.gov/publications/csg-reentry-and-employment.pdf>.
* The Council of State Governments Justice Center. *Self-Assessment for Employment-Focused Reentry Programs*. New York: The Council of State Governments Justice Center, 2019. <https://csgjusticecenter.org/nrrc/publications/self-assessment-for-employment-focused-reentry-programs>.
* The Council of State Governments Justice Center. *Strategies to Engage Employers in Conversations about Hiring Applicants with Criminal Records.* New York: The Council of State Governments Justice Center, 2018. <https://csgjusticecenter.org/nrrc/publications/strategies-to-engage-employers-in-conversations-about-hiring-applicants-with-criminal-records>.
* The Council of State Governments Justice Center. “Using the National Inventory of Collateral Consequences of Criminal Conviction Website.” Last modified October 31, 2018. <https://niccc.csgjusticecenter.org/2018/10/31/using-the-new-national-inventory-of-collateral-consequences-of-criminal-conviction-website/>.
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