

Client needs and services									
Description	Depts. Involved	Tasks	Number of Clients Year 1	Number of Clients Year 2	Cost per client/year	Total Cost Year 1	Total Costs Year 2	Assumptions	
County-Administered Services									
In-custody services	Assessment and Supervision	Probation	Administer assessment; score assessment; create MDT based on assessed risk/need profile; follow up contact w Client	263	403	Yr 1: \$3,632; Yr 2: \$5,062	\$ 955,261	\$ 2,039,618	Staffing for PRCS unit includes 1 PSM I; 2 Legal Office Specialists; 1 Sr. DPO; 1 DPO as 1170 (H) officer; and 7 DPOs as PRCS officers. .5 FTE Deputy Chief is added to oversee the Realignment and Reentry program. Costs include operating costs for the unit.
	MDT/Case team meetings	Probation, HHS	Regular MDT/Case team meetings to review client progress, update case plan, provide sanctions/incentives as necessary	Varies based on assessed risk/need			\$ 218,228	\$ 458,763	Community Worker (currently vacant), Social Worker; cost from HSA only; does not include cost for Health and Probation. This amount also includes Operating costs (leases rents and other overhead) of \$56,804 for year one and \$114,031 for year two

Description	Depts. Involved	Tasks	Number of Clients Year 1	Number of Clients Year 2	Cost per client/year	Total Cost Year 1	Total Costs Year 2	Assumptions	
In-custody services (cont.)	Entitlement applications (partial list: Medi-Cal, Section 8, CalFresh, disability, VA benefits)	HHS	Assess clients for entitlement eligibility, assist with application				\$ 118,787	\$ 155,495	Benefit Analyst (50% funded)and Human Services SupervisorThis amount also includes Operating costs (leases rents and other overhead) of \$30,587 for year one and \$38,011 for year two
	Electronic monitoring for supervisees	Probation	EM for high risk supervisees	50	100	\$ 1,931	\$ 96,543	\$ 193,085	Per vendor quote; \$5.29 per unit per day; assuming 100 units per year.
	Inmate Housing - Maguire	Sheriff's Office	Supervision of inmates as required per Title 15	Average ADP 91	Average ADP 118	\$ 12,013	\$ -	\$ 1,352,789	Overtime costs
	Inmate Housing - MSF	Sheriff's Office	Supervision of inmates as required per Title 15	0	Average ADP 68	\$ 47,231	\$ -	\$ 3,195,979	Open MSF December 2012
	Clothing & Personal Needs	Sheriff's Office		Average ADP 91	Average ADP186	\$ 66	\$ -	\$ 12,297	\$0.18 per inmate per day
	Food Items	Sheriff's Office		Average ADP 91	Average ADP186	\$ 3,143	\$ -	\$ 582,265	\$8.61 per inmate per day
	Household Items	Sheriff's Office		Average ADP 91	Average ADP186	\$ 369	\$ -	\$ 68,195	\$1.01 per inmate per day
	Inmate Medical Costs	Sheriff's Office		Average ADP 91	Average ADP186	\$ 8,085	\$ -	\$ 1,498,384	\$22.15 per inmate per day Year 2
	Inmate Mental Health	Correctional Health		Average ADP 91	Average ADP186	\$ 1,478			\$4.05 per inmate per day
	Psych Beds	Correctional Health		Average ADP 91	Average ADP186	\$ 1,037			\$2.84 per inmate per day

Description		Depts. Involved	Tasks	Number of Clients Year 1	Number of Clients Year 2	Cost per client/year	Total Cost Year 1	Total Costs Year 2	Assumptions
	Maintenance, upkeep, and improvement of jail conditions, facilities and services PC4016.5(a)3	Sheriff's Office		Average ADP 91	Average ADP186			\$ 190,000	Backfill of decreased revenue (Daily Jail Rate pursuant to PC 4016.5) due to AB109 implementation . In FY09-10, actual received for Morrisey Hearings and DJR \$261,148, FY2010-11 \$185,096
	Hope Inside Programming - MSF	Sheriff's Office		0	Average ADP 68	\$ 943	\$ -	\$ 63,843	Annual cost of \$109,445 prorated 7 months
Alternative to Custody	Day reporting								
	Alternative Sentencing including Sheriff Work Program, Electronic Monitoring & Work Furlough	Sheriff's Office	Custody Alternatives	No estimate provided	No estimate provided	\$ 6,806	\$ -	\$ -	Total cost of Alternative Sentencing Bureau divided by ADP (356 SWP/5 EMP/15 Work Furlough) - Does not assume offsetting revenue
Community-Administered Services									
Medical services	- Medical Care	Health System, Provider	Link client to needed medical care	Parole: 117 1170(h): 15	Parole: 144 1170(h): 58	\$6,612	523,670	801,374	Assume 50% utilization rate - Y1 - 233 clients, Y2 - 287 clients and assume 40% federal reimbursement

Description		Depts. Involved	Tasks	Number of Clients Year 1	Number of Clients Year 2	Cost per client/year	Total Cost Year 1	Total Costs Year 2	Assumptions
MH Services	- Low-level MH services	Health System, Provider	Outpatient ,mental health services	Parole: 21 1170(h): 2	Parole: 32 1170(h): 12	Y1: \$2,958.90 Y2: \$2,913.29	\$68,055	\$128,185	Assume 18% need, total of 128 clients Y1, 242 in Y2; clients served for 6 mo.; treatment services will generate an additional 40% in federal funds
	- Intensive MH services	Health System, Provider	Intensive level mental health services	Parole: 14 1170(h): 1	Parole: 28 1170(h): 9	Y1: \$19,873.98 Y2: \$19,595.87	\$298,110	\$725,047	Assume 10% need, total of 144 clients Y1, 363 in Y2; clients served for 12 mo.; treatment services will generate an additional 40% in federal funds
AOD services	- Residential AOD treatment	Health System, Provider	Residential AOD treatment	Parole: 11 1170(h): 1	Parole: 15 1170(h): 6	Y1: \$8,142.30 Y2: \$8,372.38	\$97,708	\$175,820	Assume 8.7% need, total of 128 clients Y1, 242 in Y2; clients served for 6 mo.; treatment services will generate an additional 40% in federal funds
	- Intensive outpatient AOD	Health System, Provider	Intensive outpatient AOD treatment	Parole: 12 1170(h): 1	Parole: 18 1170(h): 7	Y1: \$4,194.77 Y2: \$4,187.05	\$54,532	\$104,676	Assume 10% need, total of 128 clients Y1, 242 in Y2; clients served for 6 mo.; treatment services will generate an additional 40% in federal funds

Description	Depts. Involved	Tasks	Number of Clients Year 1	Number of Clients Year 2	Cost per client/year	Total Cost Year 1	Total Costs Year 2	Assumptions
- Outpatient AOD treatment	Health System, Provider	Outpatient AOD treatment	Parole: 20 1170(h): 2	Parole: 30 1170(h): 12	Y1: \$1,871.99 Y2: \$1,908.90	\$41,184	\$80,174	Assume 17% need, total of 128 clients Y1, 242 in Y2; clients served for 6 mo.; treatment services will generate an additional 40% in federal funds
Employment services	- Vocational training	HSA: Employment Service, Providers	79	121	\$ 2,500	\$ 197,500	\$ 302,500	Assume Y1 = 39; annualized = 49; assume 40% federal
	- Job readiness	HSA: Employment Service, Providers	79	121	\$ 1,780	\$ 140,620	\$ 215,380	30% of clients
Transportation	- Bus pass	HSA	210	323	\$ 384	\$ 73,114	\$ 94,118	80% of clients for 6
Housing	- Shelter beds	HSA, Providers	54	96	\$ 4,500	\$ 243,000	\$ 432,000	5 clients per release month for 60 days
	- Motel vouchers	HSA	132	202	\$ 1,050	\$ 138,600	\$ 212,100	50% of clients for 14 days
Food	- Food support	HSA	79	121	\$ 1,200	\$ 94,800	\$ 145,200	30% of clients for 6 months
	- Grocery gift cards		263	403	\$ 25	\$ 6,575	\$ 10,075	100% of clients one time
Other	- Mentoring	HSA, Providers	132	202	\$ 160	\$ 14,000	\$ 24,000	Group 50% 6 months
	- Phone cards	HSA	132	202	\$ 10	\$ 1,320	\$ 2,020	50% of clients one time
	- Clothing vouchers	HSA	210	323	\$ 20	\$ 4,200	\$ 6,460	80% of clients one time
	- Family reunification	HSA, Providers	79	121	\$ 500	\$ 39,500	\$ 60,500	30% of clients max of \$500 per client
						\$ 3,425,307	\$ 13,330,342	

System-Wide Initiatives						
Description	Depts. Involved	Tasks	Number of Staff	Cost	Annualized cost	Assumptions
Develop MOUs	Varies	Develop MOUs to govern roles, responsibilities, information sharing				
Track, report outcomes	Varies	Different agencies will be responsible for tracking, reporting different client outcomes	1	\$ 75,730	\$ 129,822	Annual S&B for Crime Analyst
Locating absconders	Probation, police, Sheriff's Office, courts	Warrant, locate, arrest, transport absconders				Part of San Mateo Police Chief and Sheriff Association (SMCPCSA) operational activities
Training	All	Dept staff will require training in new protocols as well as in best practices for AB 109 clients		\$ 92,000		\$50K as Part of San Mateo Police Chief and Sheriff Association (SMCPCSA) training activities; \$30K for Probation Officers; \$12K for HSA.
Law enforcement agency enforcement	law enforcement agencies (police chiefs and sheriff's association)	law enforcement agency enforcement, compliance coordination and collaboration with probation		\$ 291,815	\$ 700,000	This will create a pool of funds for law enforcement agency enforcement, compliance coordination, and collaboration with probation on home visits, monitoring, intervention, and enforcement distribution. Agencies will bill their needs and be reimbursed.
Provider contracts	HHS	HHS will contract with providers to serve clients; money needed for contract development and for service provision; contract oversight				
AB 109-Related Costs						
Description	Dept	Purpose	Year 1 Costs	Year 2 costs	Annualized cost	Assumptions
CCP administrative activities	Probation	CCP Administrative costs for meeting coordination; agenda posting etc.	\$ 81,574	\$ 97,889	\$ 97,889	includes ISD agenda posting charges @ 2hrs/meeting x\$101/hr; 50% of a MA and 20% of an Admin Secretary III in meeting coordination and admin.
			\$ 541,119	\$ 927,711		

Summary of AB 109 LIP Budget_FY 11-12/FY 12-13							
Version: 01.20.2012							
Positions:							
Department	# FTE	Year 1 Cost	Other Funding Source	Year 1 Net Cost for AB 109 Fund	Year 2 Cost	Other Funding Source	Year 2 Net Cost for AB 109 Fund
- Probation	12.50	\$ 720,408	\$ -	\$ 720,408	\$ 1,720,052	\$ -	\$ 1,720,052
- DA	0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
- Health System	5.2	\$ 199,651	\$ 79,860	\$ 119,791	\$ 552,861	\$ 221,144	\$ 331,717
- Human Services Agency	4.5	\$ 289,370	\$ 39,746	\$ 249,624	\$ 515,210	\$ 52,994	\$ 462,216
- Sheriff's Office	21.5	\$ 707,091	\$ 707,091	\$ -	\$ 4,260,926	\$ -	\$ 4,260,926
- Police Chiefs and Sheriffs Association	1.00	\$ 75,730	\$ -	\$ 75,730	\$ 129,822	\$ -	\$ 129,822
Total Positions	44.70	\$ 1,992,250	\$ 826,697	\$ 1,165,553	\$ 7,178,871	\$ 274,138	\$ 6,904,733
Operating Costs:							
Department		Year 1 Cost	Other Funding Source	Year 1 Net Cost for AB 109 Fund	Year 2 Cost	Other Funding Source	Year 2 Net Cost for AB 109 Fund
- Probation		\$ 316,427	\$ -	\$ 316,427	\$ 417,456	\$ -	\$ 417,456
- DA		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
- Health System		\$ 90,026	\$ -	\$ 88,276	\$ 121,995	\$ -	\$ 121,995
- Human Services Agency		\$ 87,391	\$ -	\$ 87,391	\$ 152,042	\$ -	\$ 152,042
- Sheriff's Office		\$ -	\$ -	\$ -	\$ 477,842	\$ -	\$ 477,842
- Police Chiefs and Sheriffs Association		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating		\$ 493,844	\$ -	\$ 492,094	\$ 1,169,334	\$ -	\$ 1,169,334
Client Needs and Services Costs:							
Department		Year 1 Cost	Other Funding Source	Year 1 Net Cost for AB 109 Fund	Year 2 Cost	Other Funding Source	Year 2 Net Cost for AB 109 Fund
- Probation		\$ 96,543	\$ -	\$ 96,543	\$ 193,085	\$ -	\$ 193,085
- DA		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
- Health System		\$ 1,459,839	\$ 584,648	\$ 875,191	\$ 2,611,099	\$ 1,049,534	\$ 1,561,565
- Human Services Agency		\$ 953,229	\$ -	\$ 953,229	\$ 1,504,353	\$ -	\$ 1,504,353
- Sheriff's Office		\$ 796,685	\$ 796,685	\$ 0	\$ 2,224,984	\$ -	\$ 2,224,984
- Police Chiefs and Sheriffs Association		\$ 291,815	\$ -	\$ 291,815	\$ 700,000	\$ -	\$ 700,000
- Countywide Contingency Appropriation		\$ -	\$ -	\$ 150,000	\$ -	\$ -	\$ -
Total Client Services		\$ 3,598,111	\$ 1,381,333	\$ 2,366,779	\$ 7,233,521	\$ 1,049,534	\$ 6,183,987
Training Costs:							
Department		Year 1 Cost	Other Funding Source	Year 1 Net Cost for AB 109 Fund	Year 2 Cost	Other Funding Source	Year 2 Net Cost for AB 109 Fund
- Probation		\$ 30,000	\$ -	\$ 30,000	\$ -	\$ -	\$ -
- DA		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
- Health System		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
- Human Services Agency		\$ 12,000	\$ -	\$ 12,000	\$ -	\$ -	\$ -
- Sheriff's Office		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
- Police Chiefs and Sheriffs Association		\$ 50,000	\$ -	\$ 50,000	\$ -	\$ -	\$ -
Total Training		\$ 92,000	\$ -	\$ 92,000	\$ -	\$ -	\$ -
Grand Total Costs	44.70	\$ 6,176,206	\$ 2,208,030	\$ 4,116,426	\$ 15,581,726	\$ 1,323,672	\$ 14,258,054
Total Costs by Department:							
		Year 1 Cost	Other Funding Source	Year 1 Net Cost for AB 109 Fund	Year 2 Cost	Other Funding Source	Year 2 Net Cost for AB 109 Fund
- Probation		\$ 1,163,378	\$ -	\$ 1,163,378	\$ 2,330,593	\$ -	\$ 2,330,593
- DA		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
- Health System		\$ 1,749,516	\$ 664,508	\$ 1,083,258	\$ 3,285,955	\$ 1,270,678	\$ 2,015,277
- Human Services Agency		\$ 1,341,990	\$ 39,746	\$ 1,302,244	\$ 2,171,605	\$ 52,994	\$ 2,118,611
- Sheriff's Office		\$ 1,503,776	\$ 1,503,776	\$ 0	\$ 6,963,752	\$ -	\$ 6,963,752
- Police Chiefs and Sheriffs Association		\$ 417,545	\$ -	\$ 417,545	\$ 829,822	\$ -	\$ 829,822
- Countywide Contingency Appropriation		\$ -	\$ -	\$ 150,000	\$ -	\$ -	\$ -
Grand Total		\$ 6,176,206	\$ 2,208,030	\$ 4,116,426	\$ 15,581,726	\$ 1,323,672	\$ 14,258,054

AB109_LIP Budget FY 11-12 / FY 12-13 version: 1.20.2012										
Personnel Costs:										
Year 1 Costs and Funding Request										
Year 2 Costs and Funding Request										
Department/Agency	Job Class	#FTE	Annual Salaries and Benefits	Year 1 Costs	Other Funding Source	AB109 Funds	Year 2 Costs	Other Funding Source	AB109 Funds	Purpose/Assumptions
Probation Department										
	Probation Services Manager I	1	147,167	122,639	0	122,639	147,167		147,167	PRCS unit manager
	Senior DPO	1	145,989	121,658	0	121,658	145,989		145,989	PRCS unit staffing
	Deputy Probation Officer III	5	702,680	316,206	0	316,206	702,680		702,680	PRCS unit staffing; 2 every 3 months starting from Oct. 2011; additional 2 will be needed FY 12-13, which is not included here
	Legal Office Specialist	1	98,380	73,785	0	73,785	98,380		98,380	PRCS unit clerical support
	Deputy Chief for Reentry and Realignment	0.5	90,848	15,141	0	15,141	90,848	0	90,848	A new Deputy Chief will be added to manage the Reentry and Realignment programs and handle the coordination efforts to make these programs more effective. The remaining 50% of this position will be funded by other sources.
	Deputy Probation Officer III	3	421,608	35,134	0	35,134	421,608		421,608	Additional staffing needed to fully support PRCS unit staffing; 1 DPO will be filled in Apr-2012, 2 will be in FY 12-13.
	Legal Office Specialist	1	98,380	24,595	0	24,595	98,380		98,380	PRCS unit clerical support
	Overtime Costs		15,000	11,250	0	11,250	15,000	0	15,000	For emergency needs
	Total Probation	12.50	1,720,052	720,408	0	720,408	1,720,052	0	1,720,052	
District Attorney										
	Total District Attorney	0.00	0	0	0	0	0	0	0	
Health System										
	Psychiatric Social Worker/MFT	1	117,557	86,614	34,646	51,968	117,557	47,023	70,534	To provide mental health assessment and linkage/breakage to mental health services
	Assessor/Case Manager	1	109,503	80,692	32,277	48,415	109,503	43,801	65,702	To provide mental health assessment and linkage/breakage to drug treatment services
	Psychiatrist	0.2	43,989	32,345	12,938	19,407	43,989	17,596	26,393	To provide medication management services
	Psychiatric Social Worker/MFT	1	117,557	0	0	0	117,557	47,023	70,534	To provide mental health assessment and linkage/breakage to drug treatment services
	Assessor/Case Manager	1	109,503	0	0	0	109,503	43,801	65,702	To provide mental health assessment and linkage/breakage to drug treatment services
	Assessor/Case Manager	1	109,503	0	0	0	54,752	21,901	32,851	To provide mental health assessment and linkage/breakage to drug treatment services
	Total Health	5.2	271,049	199,651	79,860	119,791	552,861	221,144	331,717	Assuming 40% federal funds
Human Services Agency										
	Social Worker	2	129,500	97,125	0	97,125	259,000		259,000	To provide family reunification/social work case management
	Community Worker	1	85,732	64,299	0	64,299	85,732		85,732	To provide linkage to community services
	Benefit Analyst III/III	1	105,988	79,491	39,746	39,745	105,988	52,994	52,994	To provide eligibility determination services
	Human Services Supervisor	0.5	64,490	48,455	0	48,455	64,490		64,490	To provide lead supervision, coordination, policy, procedure, and quality control of HSA's Service Connect team
	Total HSA	4.5	321,220	289,370	39,746	249,624	515,210	52,994	462,216	
Sheriff										
	Overtime			707,091	707,091	0	1,352,789		1,352,789	<i>Please note: Sheriff costs provided are based on Maguire population increase and the associated Daily Jail Rate components</i> AS ADP increases additional overtime shifts will be necessary in Maguire - In December 2012 MSF will open to relieve overcrowding but OT shifts will continue and reach 2 additional OT shift per shift from March 2013 forward.
	Deputy Sheriff (Transportation)	1.5	319,036			0	186,104		186,104	Need 1.5 FTE Deputies for transporting inmates to MSF beginning December 2012
	Sergeant	4	1,198,038			0	698,856		698,856	4 Sergeants needed to staff MSF
	Deputy Sheriff	10	2,377,369			0	1,386,799		1,386,799	10 Deputy Sheriff needed to staff MSF
	Correctional Officers	5	995,456			0	580,683		580,683	5 Correctional Officers needed to staff MSF
	Utility Worker	1	95,477			0	55,695		55,695	1 Utility Worker needed to staff MSF
	Total Sheriff	21.5	4,985,376	707,091	707,091	-	4,260,926	0	4,260,926	
San Mateo County Police Chiefs and Sheriff Association										
	Crime Analyst	1	129,822	75,730	0	75,730	129,822		129,822	To work in conjunction with the GIU tracking and coordinating crime and compliance efforts
	Total Police Chiefs and Sheriff Association	1	129,822	75,730	0	75,730	129,822	0	129,822	
	Grand Total for Positions	44.70	7,427,519	1,992,250	826,697	1,165,553	7,178,871	274,138	6,904,733	
				\$ 6,176,206	\$ 2,208,030	\$ 4,116,426	\$ 15,581,726	\$ 1,323,672	\$ 14,258,054	

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Operating costs:								
Year 1 Costs and Funding Request				Year 2 Costs and Funding Request				
Department/Agency	Item Description	Year 1 Costs	Other Funding Source	AB109 Funds	Year 2 Costs	Other Funding Source	AB109 Funds	Purpose/Assumptions
Probation Department	General office supplies & operating	50,000	0	50,000	66,667	0	66,667	Includes office supplies, phone charges, office equipments, work station etc.
	Safety equipment and protective supplies	13,567	0	13,567	18,089	0	18,089	safety equipment is needed for the officers.
	Annual ongoing STC requirement @1,000/staff	0	0	0	9,000	0	9,000	Mandatory trainings for sworn officers.
	3 Breathalyzer	1,800	0	1,800	0	0	0	for drug testing
	Drug test kits @1,000/yr	1,440	0	1,440	2,880	0	2,880	for drug testing
	2 cars @ \$28K + \$1,650 equipped with Radio	28,825	0	28,825	28,825	0	28,825	2 vehicles are needed for the officers out to the field.
	Vehicle maintenance cost	2,000	0	2,000	4,000	0	4,000	
	Vehicle Replacement costs	0	0	0	7,143	0	7,143	
	Overhead	137,221	0	137,221	182,962	0	182,962	
	Total Probation Operating	234,853	0	234,853	319,566	0	319,566	
	System wide operation_CCP Administrative:							
	ISD Charges for CCP agenda posting	4,040	0	4,040	4,848	0	4,848	2 hrs @\$101 per each agenda
	CCP Administrative & coordination_MA's time	61,957	0	61,957	74,349	0	74,349	50% of MA's time in facilitating meetings and coordination
	CCP Admin & coordination_Admin Secre's time	15,577	0	15,577	18,693	0	18,693	20% of an Admin Secre for meetings and minutes
	Total System Wide Operation	81,574	0	81,574	97,890	0	97,890	
	Total Probation Costs	316,427	0	316,427	417,456	0	417,456	
District Attorney								
								0
								0
								0
	Total District Attorney	0	0	0	0	0	0	
Health System								
	Peer to Peer support services	37,500	0	37,500	37,500	0	37,500	To provide peer support services primarily for clients needing alcohol and drug treatment services.
	Operating costs @ \$7,000 per position	10,500	0	8,750	31,500	0	31,500	
	Desktop computers	800	0	800	3,200	0	3,200	Laptop computer for one filled FT position
	Avatar license	1,250	0	1,250	2,500	0	2,500	Licenses for BHRS electronic health record
	Office Space Lease	10,028	0	10,028	14,447	0	14,447	Temporary in-lake center at 455 County Center, shared office space for HSA and Health staff
	Overhead	29,948	0	29,948	32,848	0	32,848	IT development
	Total Health	90,026	0	88,276	121,995	0	121,995	
Human Services Agency								
	Office Space Lease	10,028	0	10,028	14,447	0	14,447	Temporary in-lake center at 455 County Center, shared office space for HSA and Health staff
	Laptops for unit	3,772	0	3,772	2,852	0	2,852	ISD charge to Reconfig Phone and IT wiring in Parolite Space at 400 Count Center
	ISD Phone Charges	1,200	0	1,200	700	0	700	
	Overhead (29% of personnel)	72,391	0	72,391	134,043	0	134,043	
	Total HSA	87,391	0	87,391	152,042	0	152,042	
Sheriff's Office								
	* MSF Operating Costs does not include one-time start up costs							
	Uniform Allowance	0	0	0	17,840	0	17,840	Per MOU-\$892 for each eligible employee
	Safety Equipment and Training	0	0	0	39,000	0	39,000	New employees must be outfitted with safety equipment and funds must be allocated for training to ensure POST compliance/MSF Opens in December 2012 at full capacity of 116 inmates
	Vehicle Mileage	0	0	0	11,667	0	11,667	Mileage costs to transport inmates from Maguire to MSF-MSF Opens in December 2012 at full capacity of 116 inmates
	Vehicle Replacement	0	0	0	5,791	0	5,791	Vehicle replacement costs for 2 vehicles - one cargo van and one truck-MSF Opens in December 2012 at full capacity of 116 inmates
	Auto Insurance	0	0	0	801	0	801	Auto insurance for 2 vehicles-MSF Opens in December 2012 at full capacity of 116 inmates
	General Liability Insurance	0	0	0	8,787	0	8,787	Charges from Human Resources allocated on a per employee basis-MSF Opens in December 2012 at full capacity of 116 inmates
	Radio Charges	0	0	0	840	0	840	Per MSF estimate in 2008-MSF Opens in December 2012 at full capacity of 116 inmates
	ISD Automation Charges	0	0	0	1,176	0	1,176	Per MSF estimate in 2008-MSF Opens in December 2012 at full capacity of 116 inmates
	Facility Lease Charges	0	0	0	201,940	0	201,940	Open MSF - maximum capacity 116-MSF Opens in December 2012 at full capacity of 116 inmates
	Maintenance, upkeep, and improvement of jail conditions, facilities and services PC4016.5(a)3	0	0	0	190,000	0	190,000	Backfill of decreased revenue (Daily Jail Rate pursuant to PC 4016.5) due to AB109 implementation . In FY09-10, actual received for Morrissey Hearings and DJR \$261,148, FY2010-11 \$185,096
								0
								0
	Total Sheriffs	0	0	0	477,842	0	477,842	
	Grand Total for Operating Costs	493,844	0	492,094	1,169,334	0	1,169,334	

Community Corrections Partnership (2012-01-26)

AB109_LIP Budget FY 11-12 / FY 12-13 version: 1.20.2012

Client Needs and Services:

Department/Agency	Item Description	Year 1 Costs and Funding Request			Year 2 Costs and Funding Request			Purpose/Assumptions
		Year 1 Costs	Other Funding Source	AB109 Funds	Yr2 Costs	Other Funding Source	AB109 Funds	
Probation Department	Contracted GPS	96,543	0	96,543	193,085		193,085	Per vendor quote based on 100 units/yr for hybrid GPS @ \$5.29/unit/day
	Total Probation	96,543	0	96,543	193,085	0	193,085	
Health System	Medical care @ \$6612 per client annually	872,784	349,114	523,670	1,335,624	534,250	801,374	Assume 50% utilization/ 40% reimbursement from feds, Y1 287 clients, Y2 287 clients.
	Low-level mental health services @ \$6027 per client annually	69,322	27,126	42,196	132,616	52,745	79,871	Assume 18% need, total of 128 clients Y1, 242 in Y2; clients served for 6 mo.; treatment services will generate an additional 40% in federal funds
	Intensive mental health services @ \$20,425 per client annually	306,375	122,550	183,825	755,725	306,375	449,350	Assume 10% need, total of 144 clients Y1, 363 in Y2; clients served for 12 mo.; treatment services will generate an additional 40% in federal funds
	Intensive residential AOD treatment @ \$9,000 per client annually	108,000	45,000	63,000	189,000	76,500	112,500	Assume 8.7% need, total of 128 clients Y1, 242 in Y2; clients served for 6 mo.; treatment services will generate an additional 40% in federal funds
	Intensive outpatient AOD treatment @ \$4,478 per client annually	58,214	22,390	35,824	111,950	44,780	67,170	Assume 10% need, total of 128 clients Y1, 242 in Y2; clients served for 6 mo.; treatment services will generate an additional 40% in federal funds
	Outpatient AOD treatment @ \$2,052 per client annually	45,144	18,468	26,676	86,184	34,884	51,300	Assume 17% need, total of 128 clients Y1, 242 in Y2; clients served for 6 mo.; treatment services will generate an additional 40% in federal funds
	Total Health	1,459,839	584,648	875,191	2,611,099	1,049,534	1,561,565	Assuming 40% federal funds
Human Services Agency	Grocery gift cards @ \$25 each	6,575	0	6,575	10,075	0	10,075	Assume 100% of clients will need gift cards. Gift Cards will be handed out in \$25 dollar increments one time.
	Motel Vouchers @ \$75/day up to 30 days	138,600	0	138,600	212,100	0	212,100	Assumes some clients will need Motel Vouchers (14 days only)
	Housing adds 5 clients per month	243,000	0	243,000	432,000	0	432,000	Assumes adding 5 clients per month through april and 8 clients per month there after
	Bus Pass @ \$64/month	73,114	0	73,114	94,118	0	94,118	Assume 80% of clients will need bus passes (6 months)
	Phone Cards @ \$10/month	1,320	0	1,320	2,020	0	2,020	Assume 50% of clients will need phone cards
	Clothing Vouchers @ \$20/month	4,200	0	4,200	6,460	0	6,460	Assume 80% of clients will need clothing vouchers (one time)
	Food Support for ineligible / 6 months	94,800	0	94,800	145,200	0	145,200	Assume 30% of clients ineligible due to drug conviction
	Vocational Training/Support Services (DMV, Licensing, Assessment)	197,500	0	197,500	302,500	0	302,500	Assume 30% of clients \$ 2500 per (one time)
	Employment services (Contracted out)	135,200	0	135,200	208,300	0	208,300	Assume 30% of clients
	Career Interest Assessment	5,420	0	5,420	7,080	0	7,080	Assume 25% of clients \$70 per (one time)
	Community Mentor (Pastor Harris Contract)	14,000	0	14,000	24,000	0	24,000	To provide supervisee, peer engagement, through individual mentoring, strength based counseling, and group counseling sessions to support reduced recidivism.
	Family Reunification	39,500	0	39,500	60,500	0	60,500	30% of clients \$500max for reunification costs
	Total HSA	953,229	0	953,229	1,504,353	0	1,504,353	
Sheriff's Office								
Sheriff's Office	Clothing & Personal Needs	4,533	4,533	0	12,297		12,297	\$0.18 per inmate per day using State's Estimated Impact of AB109 : # of Persons not sent to State prison as new admissions or parole violators with new terms. Estimate days of stay 6 or 24 months
	Food Items - Maguire	214,647	214,647	0	582,265		582,265	\$8.61 per inmate per day using State's Estimated Impact of AB109 : # of Persons not sent to State prison as new admissions or parole violators with new terms. Estimate days of stay 6 or 24 months
	Household Items	25,139	25,139	0	68,195		68,195	\$1.01 per inmate per day using State's Estimated Impact of AB109 : # of Persons not sent to State prison as new admissions or parole violators with new terms. Estimate days of stay 6 or 24 months
	Inmate Medical Costs	552,366	552,366	0	1,498,384		1,498,384	\$22.15 per inmate per day using State's Estimated Impact of AB109 : # of Persons not sent to State prison as new admissions or parole violators with new terms. Estimate days of stay 6 or 24 months
	Hope Inside Programming	0	0	0	63,843		63,843	per MSF estimate in 2008 - prorated for 7 months
	Total Sheriff's Office	796,685	796,685	0	2,224,984	0	2,224,984	Year 1 will use existing budget and/or Reserves to fund
	Total Client Needs and Svcs	3,306,296	1,381,333	1,924,964	6,533,521	1,049,534	5,483,987	
Other Trust Fund Designations								
San Mateo County Police Chiefs and Sheriff Association	Supplemental Funds	291,815	0	291,815	700,000		700,000	This will create a pool of funds for law enforcement agency enforcement, compliance coordination, and collaboration with probation on home visits, monitoring, intervention, and enforcement distribution. Agencies will bill their needs and be reimbursed.
	Total Police Chiefs/Sheriff Assoc	291,815	0	291,815	700,000	0	700,000	
Countywide	Contingency Appropriation			150,000			0	
	Total Countywide Contingency	0	0	150,000	0	0	0	
	Grand Total for Client Related	3,598,111	1,381,333	2,366,779	7,233,521	1,049,534	6,183,987	

AB109_LIP Budget FY 11-12 / FY 12-13 version: 1.20.2012

Training Costs:

Department/Agency	Item Description	Year 1 Costs and Funding Request			Year 2 Costs and Funding Request			Purpose
		Year 1 Costs	Other Funding Source	AB109 Funds	Year 2 Costs	Other Funding Source	AB109 Funds	
<u>Probation Department</u>								
	One-time Specialized training @5,000/sworn staff	30,000	0	30,000				0 Specialized trainings to help officers up to speed to manage this population.
	Annual ongoing STC requirement @1,000/staff	0	0	0				0 Mandatory trainings for sworn officers.
	Total Probation	30,000	0	30,000	0	0	0	
<u>District Attorney</u>								
	Total District Attorney	0	0	0	0	0	0	
<u>Human Services Agency</u>								
	Staff training/Staffing costs	12,000	0	12,000				0
	Total HSA	12,000	0	12,000	0	0	0	
Total for Training Costs		42,000	0	42,000	0	0	0	
<u>San Mateo County Police Chiefs and Sheriff Association</u>								
	Training	50,000	0	50,000				0 This will create a pool of funds to be used for Training purposes
	Total Police Chiefs and Sheriff Association	50,000	0	50,000	0	0	0	
Grand Total		92,000	0	92,000	0	0	0	

COUNTY OF SAN MATEO
AGREEMENT WITH INDEPENDENT CONTRACTOR

Agreement between the County of San Mateo and Resource Development Associates

I. Description of Services to be Performed by the Contractor

Resource Development Associates (RDA) shall provide the following services to assist San Mateo County in developing a Local Implementation Plan (LIP) for the 2011 Public Safety Realignment legislation under AB 109 and AB 117. Their objective will be to assist the Community Corrections Partnership (CCP) Committee in ensuring that:

- San Mateo County complies with all aspects of the AB 109 and AB 117 public safety realignment legislation and related regulations in a manner that is cost-effective and ensures public safety;
- The CCP and relevant county agencies and service providers understand the population that will be included in the local AB 109 effort, as well as the service-needs of this population;
- All opportunities to secure vital resources and provide services efficiently are pursued;
- All San Mateo County residents receive the highest quality services, specifically services with demonstrable outcomes that are based on the current best practices in criminal justice and probation;
- All services are tracked and evaluated to ensure the best possible client outcomes and allow for continuous quality improvement.

San Mateo County's Local Implementation Plan (LIP)

To meet these objectives, RDA shall work with the San Mateo County CCP and other relevant stakeholders to develop a plan for implementation of the 2011 Public Safety Realignment legislation under AB 107 and AB 117. This work will be divided into two phases:

1. **Discovery Phase:** This phase is geared towards garnering stakeholder input, understanding the local AB 109 and AB 117 population and service needs, identifying best practices, and reviewing Departmental Documentation.
2. **Plan Development Phase:** During this phase, RDA will work with the CCP to develop a comprehensive plan that translates identified service priorities into discrete, actionable steps for meeting the requirements of the 2011 Public Safety Realignment and results in a Local Implementation Plan.

Each of these phases includes deliverables related to the Local Implementation Plan development, as described below:

Phase 1: Discovery:

The Discovery Phase will be comprised of the following action steps:

Project Launch Meeting (Oct. 2011)

Our project launch meeting will be used to finalize the agreed upon scope of work, timeline of activities, and agree upon deliverables. At this meeting, we will also meet the assigned project manager, identify key contacts, and establish communication protocols.

Gather, Analyze, and Synthesize Stakeholder Input on Service Priorities, Strategies (October, November, December 2011)

- Attend CCP and CCP Executive Committee meetings in order to work with key stakeholders **to identify service priorities** for the AB 109 population.
- Participate in the Probation Department's Community-Based Provider Workshop and **Community Forum** and **prepare and present to the CCP a summary of CBO priorities and needs** for providing services to the AB109 population.
- Prepare and Facilitate a half-day CCP workshop with the CCP members focused on **identifying and describing shared and measurable goals** in prioritizing services and allocation of resources.

Conduct a rapid service gap analysis of San Mateo County (October and November 2011)
 (October & November 2011)

- Conduct 14 key informant interviews with **CCP members and leaders of relevant individual agencies** and specific working groups, including but not limited to the Probation Department, the Department of Social Services, the Department of Mental Health, the Department of Employment, the Department of Behavioral Health and Recovery Services, the County Office of Education, and key CBOs and service providers. These meetings will be geared toward gathering input on service priorities for the AB 109 population, as well as **understanding the existing scope and landscape of services** available for other criminal justice populations in San Mateo County.

Attachment 3
Community Corrections Partnership (2012-26-01)

- **Obtain documentation from County agencies** affected by the 2011 Public Safety Realignment that relate to the target population, service priorities, change management strategies, evaluation, etc.
- Summarize key issues from individual meetings, including an **explanation of the existing service array and service priorities, referral and linkages processes, and known service gaps.**

Phase 1 Deliverables:

- Scope of Work
- Timeline of Activities
- Presentation of key takeaways and recommendations from CBO forum and community forum
- Briefing document containing the existing scope and landscape of services, known service gaps, AB 109 Population and Service Needs, and shared goals and values of the CCP.

Phase 1 Completion: Dec. 31, 2011

Phase 2: Plan Development

The Plan Development Phase will be comprised of the following action steps:

Recommend Programs and Practices to Address Service Priorities (January 2011)

Using the information gathered during the Discovery Phase, RDA shall **create a blueprint** for the appropriate array of services to address the needs of the AB 109 population. This blueprint shall reflect stakeholder feedback and evidence-based practices.

Identify evaluation measures for inclusion in the final LIP (January and February 2011)

RDA shall develop an evaluation logic model with proposed strategies for how to measure process and outcome measures for individual clients and programs, as well as across the entire initiative. We will also establish processes for reviewing evaluation data and ensuring continuous quality improvement.

Draft and Present Local Implementation Plan (January and February 2011)

Develop a comprehensive and detailed Local Implementation Plan. The plan will guide San Mateo County as it prepares to serve the AB 109 population. This plan will meet all state legislated requirements, while reflecting the interests and priorities of San Mateo's CCP and other key stakeholders, and it will articulate actionable, accountable strategies for the County to address the needs of the target population efficiently and cost-effectively. The objective of the draft plan will be to connect service priorities identified by stakeholders to specific practices and programs, with clear steps for Departmental staff and contracted providers. The plan will include measures of success based on the common goals of the CCP, but also individual operational metrics decided upon by individual departments. There should be a common understanding of who will have responsibility for reconciling all of this information, when it will be written and where it will go. RDA shall present this draft plan to the CCP.

Phase 2 Deliverables:

- Local Implementation Plan, including:
 - Programmatic Recommendations, Blueprint for Service Provision
 - Evaluation Logic Model and Tracking and Evaluation Protocols
 - Draft Local Implementation Plan

Phase 2 Completion: Feb. 29, 2012

Attachment 3
Community Corrections Partnership (2012-26-01)

Activity	Senior Associate Hours (\$150/hr)	Associate Hours (\$100/hr)	Research Assistant (\$50/hr)	Cost	Timeline
PHASE 1: DISCOVERY					
Attend 6 CCP & CCP Executive Committee meetings	12	18	0	\$3,600	Oct, Nov, Dec 2011
Participate in, facilitate, and report back on stakeholder events (including CBO forum, community forum, and the CCP Half-Day workshop)	12	16	6	\$3,700	Oct, Nov 2011
Conduct 12 Key Informant Interviews with CCP members, relevant agency and working group leaders, prepare a summary of findings	5	16	4	\$2,550	Oct, Nov 2011
Conduct an online survey of CBO providers to identify service gaps, and summarize findings	1	6	1	\$800	Nov 2011
Prepare a briefing document containing the existing scope and landscape of services, known service gaps, AB 109 Population and Service Needs, and shared goals and values of the CCP.	5	16	6	\$2,650	Nov, Dec 2011
Project Management and Client Communications	10	4	0	\$1,900	Oct, Nov, Dec 2011
Phase 1 Sub-Totals	44	78	16	\$15,200	Oct, Nov, Dec 2011
PHASE 2: PLAN DEVELOPMENT					
Develop a blueprint of services for the AB109	2	10	0	\$1,300	Jan 2012
Develop evaluation logic model	4	5	0	\$1,100	Jan 2012
Draft and present LIP at CCP and Executive Committee Meetings	10	40	0	\$5,500	Jan, Feb 2012
Project Management and Client Communications	10	4	0	\$1,900	Jan, Feb 2012
Phase 2 Sub-Totals	26	59	0	\$9,800	Jan, Feb 2012
Project Totals	70	137	16	\$25,000	Oct, Nov, Dec, Jan, Feb

Timeline and Financial Summary Table

Revised 6/03

II. Amount and Method of Payment

Contractor agrees that the requirements of this Agreement pertaining to the protection of proprietary rights and confidentiality shall survive termination of this Agreement.

In no event shall the total payment to Contractor under Agreement exceed the maximum contract obligation of \$25,000 for the term of the Agreement.

The Contractor will be paid monthly for services as described in Section I of Exhibit A upon receipt and approval of invoices and deliverables shown in the Timeline and Financial Summary table in Section I of Exhibit A. Within seven (7) working days following the end of each month, the Contractor shall submit an itemized invoice reflecting descriptive units of services for each individual performing services during the month and any other data required by the County. The County shall pay the Contractor within fifteen (15) working days following receipt of the invoice.

Invoices for services are to be submitted to:

Melissa Wagner, Management Analyst
San Mateo County Probation Department
222 Paul Scannell Drive
San Mateo, CA 94402

_____	_____	_____	_____
Contractor's Signature	Date	Contractor's Name (Please Print)	Date
_____	_____	_____	_____
Department or Division Head	Date	Department or Division Head Name (Please Print)	Date
_____	_____	_____	_____
Purchasing Agent, County of San Mateo	Date		Budget Unit

I. Description of Services to be Performed by the Contractor

Resource Development Associates (RDA) shall provide the following services to assist San Mateo County in developing a Local Implementation Plan (LIP) for the 2011 Public Safety Realignment legislation under AB 109 and AB 117. Their objective will be to assist the Community Corrections Partnership (CCP) Committee in ensuring that:

- San Mateo County complies with all aspects of the AB 109 and AB 117 public safety realignment legislation and related regulations in a manner that is cost-effective and ensures public safety;
- The CCP and relevant county agencies and service providers understand the population that will be included in the local AB 109 effort, as well as the service-needs of this population;
- All opportunities to secure vital resources and provide services efficiently are pursued;
- All San Mateo County residents receive the highest quality services, specifically services with demonstrable outcomes that are based on the current best practices in criminal justice and probation;
- All services are tracked and evaluated to ensure the best possible client outcomes and allow for continuous quality improvement.

San Mateo County's Local Implementation Plan (LIP)

To meet these objectives, RDA shall work with the San Mateo County CCP and other relevant stakeholders to develop a plan for implementation of the 2011 Public Safety Realignment legislation under AB 107 and AB 117. This work will be divided into two phases:

1. **Discovery Phase:** This phase is geared towards garnering stakeholder input, understanding the local AB 109 and AB 117 population and service needs, identifying best practices, and reviewing Departmental Documentation.
2. **Plan Development Phase:** During this phase, RDA will work with the CCP to develop a comprehensive plan that translates identified service priorities into discrete, actionable steps for meeting the requirements of the 2011 Public Safety Realignment and results in a Local Implementation Plan.

Each of these phases includes deliverables related to the Local Implementation Plan development, as described below:

Phase 1: Discovery:

The Discovery Phase will be comprised of the following action steps:

Project Launch Meeting (Oct. 2011)

Our project launch meeting will be used to finalize the agreed upon scope of work, timeline of activities, and agree upon deliverables. At this meeting, we will also meet the assigned project manager, identify key contacts, and establish communication protocols.

Gather, Analyze, and Synthesize Stakeholder Input on Service Priorities, Strategies (October, November, December 2011)

- Attend CCP and CCP Executive Committee meetings in order to work with key stakeholders **to identify service priorities** for the AB 109 population.
- Participate in the Probation Department's Community-Based Provider Workshop and **Community Forum** and **prepare and present to the CCP a summary of CBO priorities and needs** for providing services to the AB109 population.
- Prepare and Facilitate a half-day CCP workshop with the CCP members focused on **identifying and describing shared and measureable goals** in prioritizing services and allocation of resources.

Conduct a rapid service gap analysis of San Mateo County (October and November 2011) (October & November 2011)

- Conduct 19 key informant interviews with **CCP members and leaders of relevant individual agencies** and specific working groups, including but not limited to the Probation Department, the Department of Social Services, the Department of Mental Health, the Department of Employment, the Department of Behavioral Health and Recovery Services, the County Office of Education, and key CBOs and service

providers. These meetings will be geared toward gathering input on service priorities for the AB 109 population, as well as **understanding the existing scope and landscape of services** available for other criminal justice populations in San Mateo County.

- **Obtain documentation from County agencies** affected by the 2011 Public Safety Realignment that relate to the target population, service priorities, change management strategies, evaluation, etc.
- Summarize key issues from individual meetings, including an **explanation of the existing service array and service priorities, referral and linkages processes, and known service gaps.**

Phase 1 Deliverables:

- Scope of Work
- Timeline of Activities
- Presentation of key takeaways and recommendations from CBO forum and community forum
- Briefing document containing the existing scope and landscape of services, known service gaps, AB 109 Population and Service Needs, and shared goals and values of the CCP.

Phase 1 Completion: Dec. 31, 2011

Phase 2: Plan Development

The Plan Development Phase will be comprised of the following action steps:

Recommend Programs and Practices to Address Service Priorities (January 2011)

Using the information gathered during the Discovery Phase, RDA shall **create a blueprint** for the appropriate array of services to address the needs of the AB 109 population. This blueprint shall reflect stakeholder feedback and evidence-based practices.

Identify evaluation measures for inclusion in the final LIP (January and February 2011)

RDA shall develop an evaluation logic model with proposed strategies for how to measure process and outcome measures for individual clients and programs, as well as across the entire initiative. We will also establish processes for reviewing evaluation data and ensuring continuous quality improvement.

Draft and Present Local Implementation Plan (January and February 2011)

Develop a comprehensive and detailed Local Implementation Plan. The plan will guide San Mateo County as it prepares to serve the AB 109 population. This plan will meet all state legislated requirements, while reflecting the interests and priorities of San Mateo's CCP and other key stakeholders, and it will articulate actionable, accountable strategies for the County to address the needs of the target population efficiently and cost-effectively. The objective of the draft plan will be to connect service priorities identified by stakeholders to specific practices and programs, with clear steps for Departmental staff and contracted providers. The plan will include measures of success based on the common goals of the CCP, but also individual operational metrics decided upon by individual departments. There should be a common understanding of who will have responsibility for reconciling all of this information, when it will be written and where it will go. RDA shall present this draft plan to the CCP.

Phase 2 Deliverables:

- Local Implementation Plan, including:
 - Programmatic Recommendations, Blueprint for Service Provision
 - Evaluation Logic Model and Tracking and Evaluation Protocols
 - Draft Local Implementation Plan

Phase 2 Completion: Feb. 29, 2012

Timeline and Financial Summary Table

Activity	Senior Associate Hours (\$150/hr)	Associate Hours (\$100/hr)	Research Assistant (\$50/hr)	Cost	Timeline
<i>Phase 1: Discovery (True hours as of 12/13 are included in parentheses)</i>					
Prepare for and attend 8 CCP & CCP Executive Committee meetings	12 (11.5)	18 (16.5)	0 (0)	\$3,600 (\$3,375)	Oct, Nov, Dec 2011 Oct 12 / Oct 26 / Nov 9 / Dec 14 / Jan 12 / Jan 26 / Feb 9 / Feb 16
Attend fiscal workgroup meetings and conference calls					1 conf call
Attend data workgroup meetings and conference calls					2 in-persons
					2 conf call data 1 in person data
Participate in, facilitate, and report back on stakeholder events	13 (27.75)	22 (21.75)	7 (7.25)	\$3,700 (\$6,700)	Oct, Nov 2011, Jan 2012 <i>Not part of RFW</i>
<i>CBO forum</i>					
<i>Community forum</i>					
<i>SurveyMonkey Rapid Gap Analysis results (creation/distribution/hand-off to SMCO)</i>					
<i>CCP Half-Day workshop)</i>					
Prepare for and conduct 19 Key Informant Interviews with CCP members, relevant agency and working group leaders, prepare a summary of findings	5 (8.5)	16 (32.5)	4 (0)	\$2,550 (4,525)	Oct, Nov 2011 December
Prepare a briefing document containing the existing scope and landscape of services, known service gaps, AB 109 Population and Service Needs,	5 (0)	16 (3.5)	6	\$2,650 (\$350)	Nov, Dec 2011
Creation of framework/skeleton of LIP plan including evaluation of other counties' LIPs .					
Planning Meetings (including conference calls)	10 (14.25)	4 (14.75)	0 (0)	\$1,900 (\$3,687.5)	Oct, Nov, Dec 2011
Phase 1 Sub-Totals	44 (62)	78 (89)	16 (7.25)	\$15,200 (\$18,637.5)	Oct, Nov, Dec 2011

Activity	Senior Associate Hours (\$150/hr)	Associate Hours (\$100/hr)	Research Assistant (\$50/hr)	Cost	Timeline
<i>Phase 2: Plan Development</i>					
Develop a blueprint of services for the AB109	4	10	10	\$2,100	Jan 2012
Develop program and evaluation logic model	8	4	0	\$1,800	Jan 2012
Draft and present LIP at CCP and Executive Committee Meetings Collection of LIP draft feedback (need to figure out process to collect feedback/suggestions on draft) Discussion/analysis of draft edits/changes (iterative process) Dissemination of draft round 2 to CCP Executive in advance of Thurs 02/16 meeting (when vote will take place) Collection of LIP draft edits from CCP Exec on 02/16/12; incorporation of edits and changes/preparation of final document for SMCO Agenda Review in preparation for Board vote on 03/15/2012	30	40	30	\$10,000	Jan, Feb 2012
Planning meetings (including conference calls)	20	15	0	\$4,500	Jan, Feb 2012
Phase 2 Sub-Totals	62	69	40	\$18,400	Jan, Feb 2012
Project Totals	70	137	16	\$37,037	Oct, Nov, Dec, Jan, Feb

II. Amount and Method of Payment

Contractor agrees that the requirements of this Agreement pertaining to the protection of proprietary rights and confidentiality shall survive termination of this Agreement.

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The Contractor will be paid monthly for services as described in Section I of Exhibit A upon receipt and approval of invoices and deliverables shown in the Timeline and Financial Summary table in Section I of Exhibit A. Within seven (7) working days following the end of each month, the Contractor shall submit an itemized invoice reflecting

descriptive units of services for each individual performing services during the month and any other data required by the County. The County shall pay the Contractor within fifteen (15) working days following receipt of the invoice.

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San Mateo, CA 94402

DRAFT



San Mateo County Community Corrections Partnership – Local Implementation Plan Detailed Outline of Goals, Strategies, and Action Steps

Preparing for the January 26th CCP Meeting: Overview for CCP Members

Background

To ensure the development of San Mateo County's Local Implementation Plan (LIP) is on the right track, the Community Corrections Partnership (CCP) and their consultant, Resource Development Associates (RDA), will discuss plan development along the way. At the January 26th CCP Meeting, Resource RDA will guide the CCP in a focused discussion of **one** section of the complete LIP to elicit CCP members' feedback and input. RDA will use this preliminary feedback to guide the production of the complete LIP to be posted on-line February 3rd.

Discussion of Goals, Strategies, and Action Steps for inclusion in the LIP

The LIP is a plan that communicates a vision for San Mateo County and its CCP to respond to the AB109 population's criminal justice and service needs, and creates a roadmap for realignment. Unlike a *protocol* that documents procedures to serve one client at a time, the *plan* describes how the CCP's members and their partners can effectively collaborate to achieve a specific set of county-wide goals. These goals relate to a series of coordinated efforts necessary to implement, sustain, improve, and evaluate the system in which supervision, custody, and related services are provided. An effective plan must be aspirational, achievable, reflect what the county is already doing and what it can feasibly do based upon available resources.

The section up for discussion on January 26th is a detailed outline of the **goals, strategies, and action steps** that may be included in the full LIP document. The three goals include:

- **Goal 1:** Develop integrated infrastructure and capacity for reducing crime and reincarceration in the AB109 population by 2014.
- **Goal 2:** Support the AB109 population, including the PRCS and 1170(h) populations, to promote successful reentry.
- **Goal 3:** Ensure the sustainability of services designed to meet needs of AB109 clients beyond 2014.

Within each goal area, there are specific strategies, action steps, and proposed responsibilities for CCP members. RDA drafted these strategies and action steps drawing from the county's prior collaborative reentry efforts, and the interim process in place for the AB109 population.

RDA has made assumptions about what steps are necessary to achieve these goals, and who are the appropriate agencies to implement these steps. During the January 26th meeting, we intend facilitate a discussion to test these assumptions and fill-in any known or unknown gaps in either the implementation strategies or the action steps.



San Mateo County Community Corrections Partnership – Local Implementation Plan Detailed Outline of Goals, Strategies, and Action Steps

Instructions for CCP Members

During the January 26th meeting, RDA will facilitate a focused discussion with the CCP on the draft outline and document feedback. Due to time constraints for discussion during the meeting, CCP members may submit additional feedback on the draft outline by 5 PM on January 30th directly to RDA by faxing their marked-up copies of the outline to: **510-444-1434**. RDA will incorporate this feedback into the full draft of the LIP, which will be posted on-line February 3rd.

Questions?

Questions regarding the January 26th CCP meeting should be addressed to Andrew Riesenber (RDA) at riesenberg@resourcedevelopment.net, or Melissa Wagner (Probation) at mwagner@smcgov.org.



San Mateo County Community Corrections Partnership –
Local Implementation Plan Detailed Outline of Goals, Strategies, and Action Steps

Goal 1: By 2014, San Mateo County will develop integrated infrastructure and capacity for reducing crime and reincarceration in the AB109 population.

Implementation Strategy # 1: Increase collaboration across county government departments by sharing appropriate and timely information relevant to realignment that will guide future realignment resource allocation. Effective collaboration will be sustained by a collective understanding of what information is necessary to share, by when, with whom, and for what purposes.

Action Steps:

- **Action Step 1.1.1:** *Formalize partnerships:* Create memoranda of agreement (MOA) to identify and agree on the roles and responsibilities of the CCP's member departments and units. These MOAs will define information to share based on the CCP's mission, vision, values, and guiding principles.
(Responsibility: CCP Partner Agencies)
- **Action Step 1.1.2:** *Plan for information sharing:* Determine the frequency of information sharing, and identify what information will be shared at CCP meetings and between meetings. Decide who shares what information with the CCP, and for what purpose. **(Responsibility: CCP Partner Agencies)**



San Mateo County Community Corrections Partnership – Local Implementation Plan Detailed Outline of Goals, Strategies, and Action Steps

At a minimum, information sharing on a monthly basis will include:

- **Probation:** Number of post-release supervisees, flash incarcerations, and violators of the conditions of supervision.
 - **Health/Human Services Agency:** Number of clients in mental health and substance abuse treatment, and descriptive statistics on the scope of other health and human services received by the PRCS population.
 - **Sheriff's Office:** Number of inmates sentenced to the County jail under PC 1170(h), and the PRCS population in custody.
 - **Courts, District Attorney, and Private Defender:** Number of parole revocation hearings and outcomes.
 - **San Mateo County Police Chiefs and Sheriff Association:** Arrests statistics and police calls for service for AB109 clients.
- **Action Step 1.1.3:** *Convene regular multi-disciplinary team (MDT) meetings:* MDTs will include representatives from Probation, the Human Services Agency, the Health System, Behavioral Health and Recovery Services, and Employment Services and other departments as necessary. MDTs will consult on high-risk clients with multiple needs. Doing so will help to eliminate silos in the delivery of services, and ensure that the AB109 population receives comprehensive services matched to their needs. (**Responsibility: Probation Department, Human Services Agency, Health System, Behavioral Health and Recovery Services, and Employment Services**)
- **Action Step 1.1.4:** *Collaborate to collect criminal justice debts from supervisees appropriately:* Coordinate between Probation and relevant partner agencies, including the Private Defender, Courts, the District Attorney's Office, and



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Victim's Advocate, to collect victim restitution and other criminal justice debt with a payment that is affordable to the client. Probation will work with clients and partners to ensure clients meet their obligations to victims and to society but that collection does not inhibit other rehabilitation and reentry efforts.

(Responsibility: Probation Department)

- **Action Step 1.1.5:** Fully-fund a Crime Analyst (1.0 Full-time employee) position through the San Mateo County Police Chiefs and Sheriff Association to work in conjunction with the Gang Intervention Unit to track and coordinate crime and compliance efforts with AB109. ***(Responsibility: San Mateo County Police Chiefs and Sheriff Association).***

Implementation Strategy #2: Collaborate with cities to avoid duplication of efforts and maximize services and resources

Action Steps:

- **Action Steps: 1.2.1:** *Assess city and other local efforts to address realignment:* To ensure that San Mateo County maximizes its available services and resources and avoids service duplication, the County will assess the existing landscape of city-based services and programs for reentry, in general, and for criminal justice realignment in particular. The County Managers' Office (CMO) will review its current inventory of local reentry/realignment efforts and contact local city governments to ensure a comprehensive inventory of local reentry/realignment services and programs. ***(Responsibility: County Manager's Office)***



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- **Action Step 1.2.2:** *Work with local partners:* Using this inventory as a starting point, the CCP will partner with local agencies or governments in realignment efforts, and will create protocols for referring AB109 clients to these services. Where appropriate, these protocols will include procedures for information sharing, such as including local agencies in multidisciplinary teams for clients who they are serving, and communicating with local law enforcement agencies.
(Responsibility: CCP Partner Agencies)

- **Action Step 1.2.3:** *Identify local employment partners:* As part of the identification and recognition of local efforts and partners, San Mateo County, in collaboration with its city and local-agency partners, will identify local public and private employers who will be willing to hire formerly incarcerated individuals through supervised or supportive employment efforts.
(Responsibility: County Manager's Office and CCP Partner Agencies)



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Implementation Strategy #3: Support the capacity of community-based organizations and service providers to serve the AB109 population through funding opportunities. Community-based non-profit organizations require dedicated and sufficient funding to provide direct services to AB109 clients.

Action Steps:

- **Action Step 1.3.1:** *Fund high-impact services.* Services that are proven effective in treating alcohol and drug use problems, promoting mental health stability, reducing arrests and re-offenses, improving housing status, and promoting vocational rehabilitation for employment. Create and issue requests for proposals (RFPs), and award and monitor contracts for services provided in the community to those under supervision or in custody. **(Responsibility: Probation Department, Human Services Agency, Health System, Behavioral Health and Recovery Services, and Employment Services)**
- **Action Step 1.3.2:** *Create integrated one-stop service centers.* Establish (3) three integrated, community-based supportive service centers, one per the Northern, Southern, and Central parts of the County. These Medi-cal certified service centers will create a safe and welcoming “one-stop” location for the formerly incarcerated population to receive or be linked to behavioral health, peer mentorship, job readiness, GED/adult education, vocational training and legal aid and assistance. Additional state funding sources that may be leveraged for these centers may include: *Mental Health Services Act (MHSA); Forensic Conditional Release Program (CONREP); and Supportive Housing Initiative Act (SHIA)*, among others. **(Responsibility: CCP Member Agencies)**



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Implementation Strategy #4: Build the competence of the current and future community corrections workforce and direct service providers.

Action Steps:

- **Action Step 1.4.1:** *Train partners in their respective services delivery models:* County staff, service providers, and local police departments will require training to use new AB109-related organizational policies and procedures, particularly those that entail the use of evidence-based practices for serving AB109 clients. Trainings will serve a secondary purpose of ensuring buy-in among staff for adherence to new organizational policies and procedures. Departmental trainings will include:
 - **Probation:** Administering CAIS assessment, as needed, and evidence-based supervision practices
 - **Health System:** The unique physical health needs, including HIV/AIDS and other sexually transmitted infections (STIs), of formerly incarcerated individuals, including AB109, and evidence-based medical practices for these populations.
 - **Behavioral Health and Recovery Services:** The unique substance abuse needs of formerly incarcerated individuals, including AB109, and evidence-based practices for these populations.
 - **Human Services:** The challenges of reentry for AB109 clients, including reuniting with families, and finding long-term housing.
 - **Employment Services:** The barriers to seeking and securing employment for formerly incarcerated individuals, and identifying employers willing to hire this population.



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- **Local Law Enforcement:** The unique needs of formerly incarcerated individuals, and best practices in community corrections.
- **Courts, Private Defender, and District Attorney:** New sentencing statutes related to AB109, as well as protocols for parole revocation hearings.
- **Sheriff's Office:** New sentencing statutes related to AB109; effectively serving the needs of high-risk inmates with multiple needs and longer-term inmates; and best practices in custody alternatives.
- **Action Step 1.4.2:** Provide as-needed and ongoing technical assistance to all those receiving trainings to ensure they are implementing evidence-based practices with fidelity. (***Responsibility: CCP Member Agencies***)



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Implementation Strategy #5: Measure outcomes and assess plan effectiveness through regular outcome reporting and a full-fledged impact evaluation.

Action Steps:

- **Action Step 1.5.1:** Identify key evaluation questions related to the effectiveness of the Local Implementation Plan (***Responsibility: CCP Member Agencies and Data/IT Workgroup***).
 - ***Formative: Assess investments.*** Determine if financial and staffing-related resources invested in the County's local implementation efforts can sufficiently achieve the goals of AB109.
 - ***Process: Assess implementation.*** Measure which AB109 clients were served, in what ways, how often, and by whom.
 - ***Outcome: Assess impact.*** Measure the extent to which the local implementation of AB109 contributes to reductions in recidivism, as well as substance abuse and mental health problems, and improvements in supportive housing and employment.



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- **Action Step 1.5.2:** Determine specific process and outcome measures through Data/IT Workgroup meetings, and collect and analyze data on AB109 clients served by:
 - entering and tracking client demographics, diagnostic profiles, and units of service;
 - matching client data across data systems; and
 - conducting interviews and focus groups with AB109 clients and service providers, including peer-to-peer interviews led by trained formerly incarcerated persons.

- **Action Step 1.5.3:** *Report evaluation findings to internal and external stakeholders.* The CCP will report AB109 outcomes to the state. Evaluation results will also be communicated to county leadership, including the Board of Supervisors, and the public. **(Responsibility: CCP Member Agencies)**

- **Action Step 1.5.4:** *Reassess LIP based on evaluation findings.* Revise Local Implementation Plan based on evaluation outcomes. **(Responsibility: CCP Member Agencies)**



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Goal 2: Support the AB109 population, including the PRCS and 1170(h) populations, to promote successful reentry.

Implementation Strategy #6: Prepare incarcerated individuals, including those serving 1170(h) split and straight sentences, and parole revocators, to return to their homes.

Action Steps:

- **Action Step 2.6.1:** *Assess individuals upon arrival in jail:* The San Mateo County's Sheriff's Office will utilize a validated risk/need assessment tool to assess AB 109 inmates upon their arrival in the County's jails. **(Responsibility: Sheriff's Office)**
- **Action Step 2.6.2:** *Provide appropriate health and social services in jail:* The Sheriff's Office and its in-custody service provider will work with AB 109 inmates to develop case plans and link AB 109 inmates to appropriate health and social services, based on their needs indicated. **(Responsibility: Sheriff's Office)**



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- **Action Step 2.6.3:** *Develop Individually-Tailored Reentry Plan:* Using the Achieve 180 plan as a model, the San Mateo County Sheriff's Office and the Sheriff's in-custody and out-of-custody service partners will begin preparing inmates for reentry at designated time frames preceding release. For individuals who will be released to Probation supervision, their assigned Probation Officer will be involved in reentry planning as well. The exact time frame for pre-release planning will be worked out by partner agencies and must take into account the wide variation in AB 109 clients' jail stays. The release planning process will differ based on clients' length of stay, with longer-term clients requiring more advanced planning. **(Responsibility: Sheriff's Office, Service League, Probation Department, Human Services Agency, Health System, Behavioral Health and Recovery Services, Community-Based Providers)**

As part of the individually-tailored reentry planning, reentry teams will take the following steps:

- Reassess clients who have been in custody for more than 6 months to ensure accurate documentation and understanding of clients' risk-level and service needs; **(Responsibility: Sheriff's Office, Service League)**
- Create linkages to community-based services to ensure smooth and rapid transition from in-custody services to community-based services as determined in reentry plans; **(Responsibility: Service League, Health System, Behavioral Health and Recovery Services, Human Services Agency, Employment Services, Community-Based Providers)**
- Engage family members to prepare for reentry; **(Responsibility: Sheriff's Office, Service League, Probation Department, Human Services Agency, Community-Based Providers)**



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- Prepare for inmates' housing needs upon release by using a housing check-list (**Responsibility: Sheriff's Office, Service League, Probation Department, Human Services Agency, Community-Based Providers**)
- Assess eligibility for entitlement benefits upon release. (**Responsibility: Sheriff's Office, Probation Department**)

Implementation Strategy #7: Supervise formerly-incarcerated, including those serving 1170(h) split sentences, post-release community supervisees (PRCS) and parole revocators, upon release.

Action Steps:

- **Action Step 2.7.1:** *Assess supervisees for risk/need (unless assessed within last 30 days):* The San Mateo County Probation Department will utilize a validated risk/need assessment tool to assess AB 109 clients upon release from custody. Clients who were assessed within the past month as part of reentry planning do not need to be reassessed. (**Responsibility: Probation Department**)
- **Action Step 2.7.2:** *Conduct initial screening for entitlement eligibility:* If clients were not assessed for entitlement eligibility as part of in-custody reentry planning, Probation Officers (PO) will conduct a rapid screening to assess clients' potential eligibility. If the PO determines that a client may be eligible for entitlement benefits, this information will be passed onto Health and Human Services staff, who will take responsibility for assisting clients in applying for entitlement benefits. (**Responsibility: Probation Department**)
- **Action Step 2.7.3:** *Warm handoff to the Health System, Human Services for immediate needs (see 8.1):* If client expresses need for immediate services or



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- possible eligibility for entitlement benefits, the Probation Officer will contact the Health System and/or Human Services and will provide a hallway handoff to the appropriate co-located social services, when possible. **(Responsibility: Probation Department, Human Services Agency, Health System, Behavioral Health and Recovery Services, Employment Services)**
- **Action Step 2.7.4:** *Establish supervision conditions:* The Probation Officer will use the results of the client's assessment to establish supervision conditions and set contact standards for the client. Where appropriate, electronic monitoring may be used. **(Responsibility: Probation Department)**
 - **Action Step 2.7.5:** *Organize Multidisciplinary Teams as necessary and appropriate:* The Probation Officer will use the results of the client's risk/need assessment to determine the appropriateness of a multidisciplinary team (MDT). Clients with an elevated risk level and indicating multiple service needs will be assigned to MDTs. **(Responsibility: Probation Department, Human Services Agency, Health System, Behavioral Health and Recovery Services, Employment Services)**
 - **Action Step 2.7.6:** *Supervise clients:* Supervision will be targeted to clients based on their assessed risk, and Probation Officers will ensure that clients adhere to the conditions of supervision. Probation Officers will respond to violations based upon a graduated response continuum that ensures compliance and protects public safety while recognizing that relapse is part of rehabilitation. Clients who successfully comply with the supervision conditions will be terminated at the legally-determined interval. **(Responsibility: Probation Department)**
 - **Action Step 2.7.7:** *Organize and attend MDT meetings as necessary/appropriate:* For clients being served through a MDT format, the MDT will meet at regular



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intervals to review clients' progress and revise case plans as necessary.

(Responsibility: Probation Department, Human Services Agency, Health System, Behavioral Health and Recovery Services, Employment Services)

➤ **Action Step 2.7.8:** *Coordinate collection of criminal justice debt from supervisees:*

The Probation Officer will work with the client and with relevant agencies to ensure feasible collection of victim restitution and other criminal justice debt.

The Probation Officer will work with the client and with other relevant partner agencies to ensure the clients' meet their obligations to victims and to society but that collection does not inhibit other rehabilitation and reentry efforts.

(Responsibility: Probation Department, District Attorney, Private Defender, Superior Court).

➤ **Action Step 2.7.9:** *Locate Absconders:* The Probation Department takes a proactive stance toward locating and sanctioning clients who fail to report or who miss supervision appointments. Probation will immediately file warrants for absconding clients to enable criminal justice partners to locate absconders as quickly as possible. ***(Responsibility: Probation Department, Superior Court, Local Police Departments, Sheriff's Office)***

Implementation Strategy #8: Provide a mix of services to support individuals arriving home.

- **Action Step 2.8.1:** *Provide short-term safety net bundle:* Following the warm handoff from Probation (see step 2.7.3), the Human Services Agency will work with clients to provide a short term "safety net bundle," designed to meet clients' immediate needs for the first seven (7) to thirty (30) days after release. These services may include housing; food; clothing; transportation; communication



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services, including telephone cards and the use of a mailing address as needed; and assistance obtaining identification. ***(Responsibility: Human Services Agency)***

- **Action Step 2.8.2:** *Assess for entitlement eligibility:* The Human Services Agency and Health System will assess clients for entitlement eligibility and for various supportive services, including: Medi-Cal/Medicare; Veteran's Services and/or a VA Pension; CalFRESH; SSI, SSDI, SSA; General Assistance; transit assistance and/or para-transit; housing assistance; CalWORKS; TANF; and Vocational Rehabilitation. Clients who demonstrate potential eligibility will receive assistance in applying for these benefits. ***(Responsibility: Human Services Agency, Health System, Behavioral Health and Recovery Services, Employment Services)***
- **Action Step 2.8.3:** *Assess for longer term needs:* The Health System and Human Services Agency will assess clients for longer-term service needs based on clients' validated assessment indicators and expressed needs during initial contact. Service needs to be assessed include mental health, alcohol and substance use, primary or dental care, employment services, family reunification, and housing. Obtaining these services is voluntary unless required by a client's Probation Officer or the Court. ***(Responsibility: Human Services Agency, Health System, Behavioral Health and Recovery Services, Employment Services)***
- **Action Step 2.8.4:** *Develop Case Plan:* If clients' supervision conditions require them to receive services, probation officers will develop case plan to address the clients' top three modifiable needs. If clients are not required to receive additional services but express a desire to do so, the Health System and Human Services Agency will develop a case plan independent of the Probation Officer's, but will contact the PO to share the plan. Case plan development may also involve coordination with cities to minimize service duplication. ***(Responsibility:***



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Probation Department, Human Services Agency, Health System, Behavioral Health and Recovery Services, Employment Services)

- **Action Step 2.8.5:** *Connect to peer mentors:* Where appropriate, clients will be connected to peer mentors to assist with reentry and system navigation.
(Responsibility: Human Services Agency, Employment Services)
- **Action Step 2.8.6:** *Coordinate Services:* The Health System and Human Services Agency will work with clients; community-based service providers; cities and city agencies to coordinate services in accordance with clients' needs and case plans. Wherever possible, clients will be referred to providers using established evidence-based practices in their fields. A proactive approach will be taken to link clients with services. ***(Responsibility: Human Services Agency, Health System, Behavioral Health and Recovery Services, Employment Services, Community-Based Providers)***
- **Action Step 2.8.7:** *Case management:* The Human Services Agency will work with clients for up to six (6) months to provide case management and support, including reviewing and revising clients' case plans and services as needed. Client's HSA case managers will be in frequent contact with clients' probation officers, service providers and the Health System. ***(Responsibility: Human Services Agency, Health System, Behavioral Health and Recovery Services, Employment Services, Probation Department, Community Based Providers)***

Implementation Strategy #9: Organize multidisciplinary teams to ensure that health and social services provided are tied to recovery and rehabilitation



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- **Action Step 2.9.1:** *Organize MDTs:* For clients whose validated risk/need assessments demonstrate probation-determined risk threshold and who indicate multiple service needs, the supervising probation officer will be responsible for organizing a Multidisciplinary Team with members from Health System, Behavioral Health Recovery Services, Human Services, and Employment Services. This MDT will work together to develop and review clients' case plans. ***(Responsibility: Probation Department, Human Services Agency, Health System, Behavioral Health Recovery Services, Employment Services)***
- **Action Step 2.9.2:** *Coordinate with local agencies:* MDTs will coordinate with cities and community agencies to provide services efficiently and effectively while minimizing service duplication. ***(Responsibility: Probation Department, Human Services Agency, Health System, Employment Services, Behavioral Health Recovery Services, Employment Services)***
- **Action Step 2.9.3:** *Convene MDTs at determined intervals:* Probation officers will convene clients' MDTs at intervals determined in collaboration with other MDT members. These meetings will be used to review client progress and revise case plans as necessary. ***(Responsibility: Probation Department, Human Services Agency, Health System, Employment Services, Behavioral Health Recovery Services, Employment Services)***
- **Action Step 2.9.4:** *PDSA cycle:* In addition to Probation Officers' evaluation of whether clients are meeting the goals of their case plans, MDTs will use the Plan-Do-Study-Act (PDSA) Cycle to assess clients' progress and revise case plans as necessary. ***(Responsibility: Probation Department, Human Services Agency, Health System, Behavioral Health and Recovery Services, Employment Services)***



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- **Action Step 2.9.5:** *Respond to relapse:* Probation Officers will be responsible for determining a range of appropriate responses to client relapse. These responses to violations will be based upon a graduated response continuum that ensures compliance and protects public safety while recognizing that relapse is part of rehabilitation. As part of this process, POs will engage MDTs, who can help to suggest a range of appropriate responses to client relapse. Ultimately, though, the responsibility for determining sanctions will lie with POs, as specified by statute.
(Responsibility: Probation Department, Human Services Agency, Health System, Behavioral Health and Recovery Services, Employment Services)



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Goal 3: Ensure the sustainability of services designed to meet needs of AB109 clients beyond 2014.

Implementation Strategy 10: Sustain programs and services by maximizing federal dollars and leveraging dollars from other funding sources.

Action Steps:

- **Action Step 3.11.1:** *Assess opportunities to leverage existing funds.* San Mateo County will explore opportunities to leverage state and federal dollars to pay for services provided to the AB109 population. For example, the Health System will be able to receive matching dollars for eligible clients through Medi-cal, and for clients with HIV/AIDS, funds can be leveraged through the Ryan White Care Act funding for HIV/AIDS care and American Recovery and Reinvestment Act (ARRA). For clients who are veterans, services will be coordinated with Veterans services. **(Responsibility: CCP Member Agencies and Fiscal Workgroup)**
- **Action Step 3.11.2:** *Identify grant opportunities:* San Mateo County will continue to explore grant opportunities to fund services for AB109 clients, including the Department of Justice Reentry Grants, such as the one that supports Achieve 180; Mental Health Services Act funding, and funding for long-term housing provided by the Department of Housing and Urban Development (HUD); the Substance Abuse and Mental Health Services Administration (SAMHSA); and the American Recovery and Reinvestment Act (ARRA). **(Responsibility: CCP Member Agencies and Fiscal Workgroup)**



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Implementation Strategy 12 Maximize use of alternatives to custody, where appropriate

Action Step 3.12.1: *Assess clients for suitability in receiving alternatives to custody.*

The Sheriff's Office will assess the use of custody alternatives, including electronic monitoring and consider day reporting centers, for appropriate 1170(h) clients. Such alternatives will help to reduce the costs of housing inmates and will promote a successful reentry transition. (***Responsibility: Sheriff's Office***)

DRAFT



Timeline for the Development of San Mateo County's Local Implementation Plan (LIP)			
Project Month	Objective	Activities	Milestones
May – September	<p style="text-align: center;"><i>Understand the Population Being Served</i></p> <p>Utilize an interim realignment process for supporting the AB109 population, including the PRCS and 1170(h) populations, to promote successful reentry.</p>	<ul style="list-style-type: none"> San Mateo Health System, Human Services, and Probation Departments have met regularly to prepare for realignment. Developed a collaborative approach to delivering services to the AB109 Population. 	San Mateo County Developed an interim realignment process beginning Oct 1
October - November	<p style="text-align: center;"><i>Identifying Services' Priorities and Gaps</i></p> <p>Understand the existing scope and landscape of services for the AB109 population in San Mateo County, and identify service priorities and unmet service needs.</p>	<ul style="list-style-type: none"> Convene a forum with Community-Based Organizations (CBOs). Conduct Key Informant Interviews with CCP members, and County agency and working group leaders Conduct a rapid service gap analysis of CBOs. Facilitate a half-day workshop with CCP members to discuss substantive issues related to the LIP development. 	<ul style="list-style-type: none"> Oct 1 – Commencement of the PRCS reentry into the community Oct 12 – Introduction of consultant (RDA) at CCP Meeting Nov 3 – CBO Forum Nov 9 – Updates provided at CCP Meeting Nov 23 – Rapid service gap analysis on-line survey opens Nov 30 – CCP Half-Day Workshop
December	<p style="text-align: center;"><i>Analysis of Stakeholder Input</i></p> <p>Analyze and summarize key issues identified during stakeholder meetings and community feedback to inform LIP development.</p>	<ul style="list-style-type: none"> Develop a briefing document containing service needs for the PRCS population, and the shared goals and values of the CCP in meeting those needs. 	<ul style="list-style-type: none"> Dec 14 – Status Updates provided at the CCP Meeting Ongoing – Meetings with Fiscal and Data/It Workgroup



January	<p style="text-align: center;"><i>Drafting a Local Implementation Plan for San Mateo County</i></p> <p>Develop a comprehensive and detailed Local Implementation Plan that reflects stakeholder input and evidence-based practices, and includes measurable objectives and outcome measures.</p>	<ul style="list-style-type: none"> • Convene a forum with Community members, including formerly incarcerated persons. • Develop an evaluation logic model or framework with indicators of success in realignment. • Draft a comprehensive and detailed Local Implementation Plan. 	<ul style="list-style-type: none"> • Ongoing – Meetings with Fiscal and Data/It Workgroup • Jan 10 – CCP Town Hall Forum • Jan 12 – Presentation of draft Section 1 of LIP: AB109 Overview and prior collaborative efforts in San Mateo County to support reentry • Jan 24 – Rapid Service Gap Online Survey Closes • Jan 26 – Presentation of draft LIP detailed outline of goals, implementation strategies, action steps, and budget concepts • Jan 30 – CCP members submit written comments on draft outline to RDA
February	<p style="text-align: center;"><i>Share a Draft of the Plan for Stakeholder Input</i></p>	<ul style="list-style-type: none"> • Present a draft LIP to the CCP. • Engage CBOs and community members to comment on the draft LIP. 	<ul style="list-style-type: none"> • Feb 3 – Draft LIP posted on the CCP Web site • Feb 3 – 8 – Public comment period • Feb 9 – Full Committee Discussion and Feedback Session on the draft LIP and budget at the CCP Meeting • Feb 13 – CCP members submit written comments on draft outline to RDA • Feb 16: Executive Committee: Vote on Local Implementation



March	<i>Present the Local Implementation Plan to the Board of Supervisors</i>	<ul style="list-style-type: none"> • Present the LIP to the Board of Supervisors with recommendations for the provision of evidence-based and cost-effective services to the PRCS population. 	<p>Plan and budget</p> <ul style="list-style-type: none"> • Late Feb: As necessary, make changes to the plan and budget upon the vote. Submit Plan to County Manager’s Office to prepare for agenda review and submission of LIP and budget presentation to Board of Supervisors. <p>March 13 – Presentation of the LIP to the Board of Supervisors</p>
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PROBATION DEPARTMENT
Stuart J. Forrest, Chief Probation Officer



COUNTY OF SAN MATEO

To: Community Corrections Partnership
John L. Maltbie, Acting County Manager
Lee Thompson, County Counsel

From: Stuart J. Forrest, Chief Probation Officer *Stuart J. Forrest*
Chair, Community Corrections Partnership

Date: January 23, 2012

Re: Submission of the Local Implementation Plan to the Board of Supervisors

RECOMMENDATION

In recognition that the Board of Supervisors cannot use the same process to pass the proposed local plan and its budget, I recommend that the Community Corrections Partnership submit the proposed local plan and budget at the same time, but as two separate documents requiring two separate votes.

DISCUSSION

From our Partnership and Executive Committee discussions, I believe that some members believe that the final proposed local plan will contain a proposed budget, while others believe that the proposed local plan and budget will be submitted to the Board of Supervisors together, but as two separate documents (requiring two separate voting procedures). The recommendation above prevents any confusion among Partnership members about our local plan development and submission process. I am providing the recommendation for your consideration in advance of our meeting to prepare everyone for any necessary discussion.

According to the legislation (AB109), the proposed local plan requires four "NAY" votes for it to fail; otherwise it is automatically accepted. On the other hand, the Board of Supervisors may pass (or disallow) a proposed budget with three votes. Combining the local plan and budget in one document complicates the process of passage and severely restricts the board members ability to modify (or improve) the proposed local plan and/or budget. Keeping the documents separate facilitates board discussion and passage of both proposals and ensures that the adopted plans reflect the objectives and priorities of the Board of Supervisors.



Realignment Update
Post-Release Community Supervision (PRCS)
January 26, 2012

Introduction

Probation's monthly report to the Community Corrections Partnership will address three specific areas: CAIS analysis, PRCS/MS unit update, and PRCS arrests and revocations for new felony offenses. Please refer to the Sheriff's monthly report for the number of PRCS clients who received flash incarceration and the total number of days served in county jail as of 12/31/2011.

Correctional Assessment and Intervention System (CAIS) (n=64)

A total of 64 CAIS assessments have been completed and entered into the database as of 01/23/2012. An analysis of the CAIS data reveals important, though early, indicators of how this population will impact the community, the Department and its collaborative partners.

The CAIS tool yields important information in three specific areas: risk, classification, and needs. Each area offers data-driven information for effectively supervising clients in the community. Much attention is placed on the use of a validated risk tool since it is the basis of evidence-based supervision. However, the use of an assessment tool yields valuable information beyond risk level, the primary variable.

When looking at the distribution of clients among one or more CAIS data elements, officers and managers can:

1. Prepare for and manage clients effectively according to risk, classification, and needs level.
2. Shape case management techniques to fit the type of offender identified by classification.
3. Offer collaborative partners tangible information for coordination of services.
4. Tailor treatment plans and monitor behavior based on the evidence-based offender classification typologies.
5. Allocate internal resources more efficiently and effectively based on solid data.
6. Adjust workloads and anticipate workflow within units and across the department.
7. Make informed management and budget projections based on solid data.

Risk Level

Compared to the general adult population, 75% of the PRCS population is either moderate or high risk (see table below); whereas 61% of the general adult population falls into these two levels. Though the number of PRCS clients is significantly smaller compared to the general adult caseload (assessed over almost 3 years), it is likely that the risk level proportion for the PRCS population will remain consistent.

The table below shows the CAIS results for 64 clients assessed to date:

CAIS Supervision Classification	High		Moderate		Low		Total *rounding
	Male	Female	Male	Female	Male	Female	
Casework Control (CC)	9	1	13	2	0	0	25 (39%)
Limit Setting (LS)	9	0	13	0	0	0	22 (34%)
Environmental Structure (ES)	3	0	3	0	0	0	6 (9%)
Selective Intervention -Treatment (SI-T)	1	0	4	0	1	1	7 (11%)
Selective Intervention-Situational (SI-S)	0	0	1	0	2	1	4 (6%)
<i>Subtotals</i>	22	1	34	2	3	2	64
Total	23 (36%)		36 (56%)		5 (8%)		64 (100%)

Classification

The CAIS classification breakdown is important for the CCP and its partners to understand. The CAIS classifications identify key supervision techniques for officers based on five categories of offender characteristics. Two classifications that represent very challenging clients are Casework Control (CC) and Limit Setting (LS) offenders. Clients in either of these categories present complex and challenging needs areas and behavior. Generally, the officers spend more time and effort monitoring the behavior and compliance of CC and LS clients. Caseloads disproportionately heavy in CC and LS clients draw more time and effort from officers than a caseload with a balance of CAIS classifications. Almost three-quarters (73%) of the PRCS clients are classified as CC and LS. As a result, the officers in the PRCS unit do not have caseloads in which clients are distributed across the classification spectrum and we anticipate this will impact the staff-to-client ratio of the unit. Before the enactment of AB109, we anticipated a staff-to-client ratio of 1:60; however, our experience in the first 4 months of serving this population indicates that a ratio of 1:40 is more realistic to ensure adequate supervision of AB109 clients.

Demographic Analysis

Though demographic data is the foundation of a solid analysis, the Department is challenged by the current shortcomings of its case management system. As we receive greater numbers of PRCS and 1170(h) clients, we will have to rely on our current IT capability, which limits the types of reports that we can generate and the frequency in

which we can provide them. To address this challenge, the Department has been working with the AB109 IT Data Work Group, which is composed of CCP departments and agencies, and the County Manager's Office to ensure selecting the most appropriate IT tool to collect, track, and report on the different populations created under realignment.

PRCS/MS Unit

As of 12/29/2011, approximately 102 individuals are supervised in the PRCS unit. This figure includes clients who have ICE holds, pending transfers, holds, and/or those who have been deported. Officers in the PRCS unit are responsible for managing all accepted cases even if the clients have not physically reported to Probation.

Two additional officers have been assigned to the unit. First, a Senior Deputy Probation Officer (SR. DPO) has been assigned to the unit, which follows standard probation staffing practices. The purpose of assigning a Sr. DPO to the unit is for the Sr. to take over the operation of the unit in the absence of the manager. When the manager is present, the Sr. DPO assists the manager in training officers in the unit, acting as a back up to the manager in day-to-day managerial tasks, reviewing and troubleshooting CDCR files and PRCS case files, and acts as a go-to person for staff in the unit. Second, the unit recently assigned an officer who will be dedicated exclusively to the 1170(h) mandatory supervision clients. The officer will work with the re-entry officer to gain access to offenders while they are still in the county jail.

In the first four months of realignment, it has become clear that the initial staff-to-client ratio of 1:60 may have been too high. With four months of CAIS data to analyze and the experience of officers and management, it is likely that the standard supervision ratio of 1:60 is too high given the impact that PRCS case management requires of officers. Analysis of operations in the past four months supports a staff-to-client ratio of 1:40. We will continue to access the incoming CAIS data and client casework experience to inform the most effective ratio for the unit.

Arrests and Revocations

As of 12/31/2011, 4 PRCS clients have been arrested on new charges. Of the four clients arrested, revocation petitions have been filed on two of them alleging new felony crimes.

AB-109 Monthly--December 2011

PC 1170(h): 14 inmates

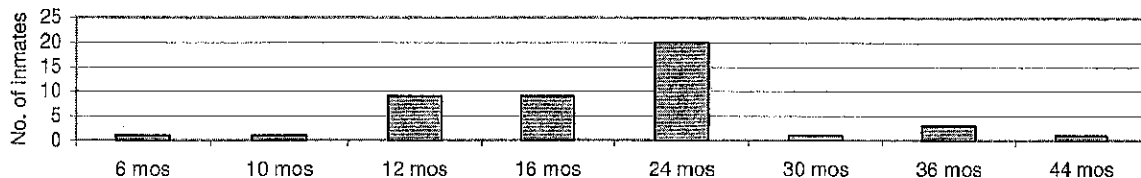
	Current Month (Dec 2011)	Prior Month (Nov 2011)	Total since Oct 2011
Number of sentenced cases	14	14	45
Total days to be served	3,175	3,734	9,344
Non-PC1170 total days to be served	4,877	6,015	17,023
Percent increase in sentenced days due to PC1170	65%	62%	55%

14 inmates (11 men, 3 women) were sentenced to the County jail under PC 1170(h) during December. The average sentence imposed was 609 days or about 20 months. After credits, these inmates are expected to serve a total of 3,175 days, or on average 227 days each. 7 of these inmates have split sentences.

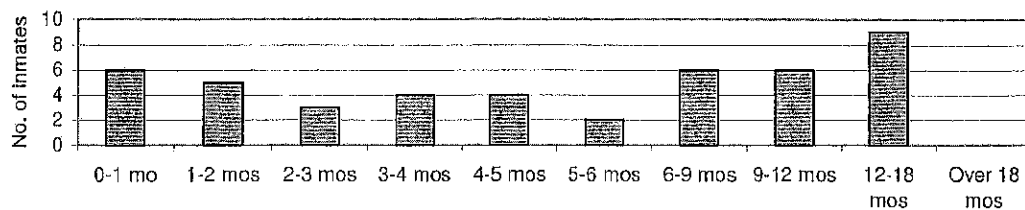
For comparison, 91 persons (78 men, 13 women) were sentenced to terms in the San Mateo County jail exclusive of the PC 1170(h) cases. The average sentence imposed was 135 days or about 4 months. After credits, these inmates are expected to serve a total of 4,877 days, or on average 54 days each.

Cumulatively, the 45 PC 1170(h) inmates sentenced October-December 2011 account for a 55% increase in the sentenced bed-days that must be planned for.

PC1170(h) Length of Sentence Imposed, Oct-Dec 2011



PC1170(h) Actual time to be served, Oct-Dec 2011



Post-Release Community Supervision: 11 inmates

There were 11 PRCS cases active in December which totaled 99 days in custody.

Parole Revocation: 32 inmates

There were 32 parole revocation cases resolved in December. These inmates are expected to serve a total of 1,269 revocation days in custody, or on average 40 days each.

In summary adding 3,175 jail bed day incurred for 1170(h), plus 99 days for PRCS, plus 1,269 days for 3056 revocations equals a total of 4,543 jail days that would normally be charged to CDCR and will now be housed in our correctional facilities until release.



Service Connect:

A project of the San Mateo County Human Services Agency and Health System

Reporting Period – October 1 – January 13, 2012 **

San Mateo County Human Services Agency actor										Number	Note
Total "Post Release Client"/Parolees seen to date										64	
Immediate Need											
Temporary housing (Hotel/Motel) Referrals										27	135 total number of days of hotel
Long Term Housing Solution											
Requesting long term housing assistance										25	
Referrals to Shelter Network/Maple St.										5	2 beds currently occupied, 3 exited shelter
At a Treatment Center										4	
Transportation Assistance (Bus Pass or One-Way Ticket)										46	17 with one way tickets, totaling 76 tickets
\$20 Savers Clothing Voucher										30	
\$25 Safeway Gift Card										64	
\$10 Phone Card										11	
\$25 Gas Card										5	Will provide at a future appointment
Eligibility Services											
Economic Self Sufficiency Program Appointments										52	
Emergency Food Stamps											
Pending	1	Approved	30	Denied	7				Not Requesting and/or N/A	15	
Food Stamps											
Pending	2	Approved	22	Denied	14				Not Requesting and/or N/A	15	
General Assistance											
Pending	9	Approved	17	Denied	9	Disc'd	1	Not Requesting and/or N/A		17	
Medi-Cal											
Pending	2	Approved	3	Denied	28	ACE/MCE Referral	34	ACE/MCE Approved		15	
CalWORKs											
Pending	0	Approved	1	Denied	0				Not Requesting and/or N/A	43	
SSI – Working with DSA											
Pending	4	Approved	2	Denied				Applied by them self		3	
Case Planning Long Term Supportive Services Interest											
Economic Self Sufficiency Program Assistance											
GED Educational Services										9	
Vocational Training Services										15	
Employment Job placement services										26	
Career Interest Assessment										3	
Educational Assessment										2	
Community Mentor										32	
Support Groups										18	
Supportive Services (Miscellaneous financial assistance)										12	
Additional \$25 Safeway Gift Card										11	
Additional Month(s) of Bus Pass										22	
Additional Savers										3	
Child Support Services Repayment Plan (Referrals)										3	
Other Characteristics											
SSI Application Pending										4	