

# Standard Plan Template

## Adult Redeploy Illinois Local Plan Requirements

### A. The local plans must include the following components:

1. Executive Summary
2. Description of and Justification for the Target Population
3. Description of the Key Partners
4. Gaps in Sanctions and Services
5. Description of the Proposed Adult Redeploy Illinois Program Model
6. Timeline
7. Budget

### B. Content Requirements

Each section must have a heading that corresponds to the headings listed below. The Adult Redeploy Illinois web site ([www.icjia.org/redeploy](http://www.icjia.org/redeploy)) contains county-level demographic and criminal justice data for each county in Illinois, developed specifically for the Adult Redeploy Illinois planning process by the Illinois Criminal Justice Information Authority (ICJIA). These data are accessible under the “Site Tools” tab. Please **do not** request this information through the Freedom of Information Act (FOIA) from ICJIA. Questions regarding these data can be addressed to Jordan Boulger, Research Analyst ([jordan.boulger@illinois.gov](mailto:jordan.boulger@illinois.gov)).

#### *1. Executive Summary*

The Executive Summary will serve as a stand-alone document that will be shared with various state-level stakeholders and others requesting a brief overview of each jurisdiction’s plan. Therefore, applicants should be concise and direct in their description, and specifically include the cost of the program and the proposed reduction goal. At a minimum, each of the following should be included in the summary (**2 pages maximum**).

- Description of and Justification for the Target Population
- Description of the Key Partners
- Description of the Existing Local Justice System Capacity
- Description of the Existing Local Treatment and other Community Services Capacity
- Description of Gaps in Sanctions and Services
- Description of the Proposed Adult Redeploy Illinois Program Model

#### *2. Description of and Justification for the Target Population*

2a. Describe the area to be served. Identify the county, group of counties or judicial circuit comprising the applicant jurisdiction. If the application is for a group of counties or judicial circuit, then identify each county involved and the rationale for selecting this geographic target area. Much of the county-level demographic and criminal justice system data can be found on the Adult Redeploy Illinois web site ([www.icjia.org/redeploy](http://www.icjia.org/redeploy)) under the “Site Tools” tab.

1. Population ages 18 and older in the target area.
2. Race and ethnicity breakdowns.
3. Educational attainment.
4. Percent county unemployment.
5. Percent of persons below poverty.
6. DASA alcohol and treatment admissions.

2b. Provide information about the criminal justice population in the service area. This should include as much information as possible about:

1. Number of felony probation sentences.
2. Number of sentences to IDOC.
3. Number of convictions resulting from plea of guilty.
4. County jail population data.
5. Felony adult probation caseload size.
6. UCR arrest statistics.
7. IDOC commitment data, as interpreted by ICJIA, for each of the calendar years 2008, 2009, 2010.
8. Demographics of the population committed to IDOC for program eligible individuals (include age, race, gender and ethnicity), as interpreted by ICJIA.
9. Holding offense types for IDOC commitments for program eligible individuals for 2008, 2009, 2010, as interpreted by ICJIA.

2c. Describe in as much detail as possible a profile of the individuals targeted for the Adult Redeploy Illinois program, who were committed instead to IDOC during the last three calendar years. This should include, to the extent possible, as much information as possible about:

- a. Average number of commitments the IDOC over the last three years (2008, 2009, 2010), less those that are not eligible for Adult Redeploy Illinois due to their offense.
- b. Demographic characteristics of the target population committed to IDOC over the last three years.

The Crime Reduction Act specifically eliminates violent offenders, as defined in subsection (c) of Section 3 of the Rights of Crime Victims and Witnesses Act. The Unified Code of Corrections (730 ILCS *et seq.*) specifies other conviction offenses which are not eligible for probation. See the Adult Redeploy Illinois web site for a list of offenses currently statutorily ineligible for probation. The target population for Adult Redeploy Illinois must exclude individuals convicted of these specified offenses. The local Adult Redeploy Illinois steering committee may choose to target all of the remaining non-violent offenders, or choose a subset of other eligible individuals. Such a subset must be clearly defined and should support the following principles:

- Jurisdictions best understand their own local needs, and are best situated to identify their target populations and design their local Adult Redeploy Illinois program models.
- The selected target population should result in the greatest possible number of individuals diverted from state prisons, while preserving public safety.

### ***3. Description of the Key Partners***

Describe the lead entity and each of the other partners involved in the planning and implementation of the Adult Redeploy Illinois program. Include the qualifications, responsibilities, and expected contribution of each partner.

### ***4. Description of Gaps in Sanctions and Services***

Describe any gaps in the jurisdiction's current justice system and health and human services capacity which would need to be addressed prior to increasing the number of offenders sentenced to a local alternative to incarceration. These gaps can include personnel, technology, human services programs or partners, or other issues related specifically to the jurisdiction.

### ***5. Description of the Proposed Adult Redeploy Illinois Program Model***

5a. Define the criteria to be used to accept individuals into the program. Clearly describe how the applicant will ensure that the program serves only those individuals who would otherwise be committed to IDOC. Refer to the Adult Redeploy Illinois web site for a list of some of the ineligible offenses to ensure you are not including statutorily excluded populations in your model. It is important to consult with your local State's Attorney and legal counsel to ensure the population you select for Adult Redeploy Illinois is eligible for alternatives to incarceration. The offenses on the web site are only informative and not exhaustive.

5b. Describe the intake and assessment process to be used for the Adult Redeploy Illinois program. The services provided to each individual shall be individualized and based upon an individualized assessment. Each Adult Redeploy Illinois program will complete an assessment of offenders' risks, assets and needs.

5c. Describe how you will integrate existing services and programs that are already designed to meet the individual needs of targeted offenders. Please provide the following with respect to existing alternatives and infrastructure:

#### **Existing Alternatives to Incarceration**

Describe your existing array of diversionary programs, graduated sanctions, and alternatives to incarceration and the current capacity of each. See the list of existing alternatives located on the Adult Redeploy Illinois web site for a more detailed list of justice programs mandated through Illinois Legislative Code. At a minimum, please describe your current utilization of and numbers of participants in the following programs:

1. Specialty probation units (e.g.: mental health probation or drug probation).
2. TASC probation.
3. Mental health courts.
4. Drug courts.
5. Any other court program or pilots funding through grants or special project funds.

#### **Existing Health and Human Services Infrastructure**

Describe the existing health and human services infrastructure in your county or partnering

counties and the extent to which providers currently serve justice-involved populations. At a minimum, please discuss your utilization of the following services for justice populations:

1. Mental health treatment.
2. Substance abuse treatment.
3. Primary health care treatment.
4. Housing programs.
5. Employment training.
6. Other services which are frequently required within the justice-involved population.

5d. Describe what will be done to rehabilitate the offender in the community that is different from current practices. For example, is the jurisdiction going to expand existing services to more participants? Is the jurisdiction going to fund an enhancement to an existing supervision and/or treatment model? Is the jurisdiction going to implement a new program or services alongside existing programs or services?

*All new services and programs shall be research-supported or evidence-based practice (EBP) demonstrating them as proven or promising practices. Identify the research supporting the program. In addition, non-EBP services can be proposed to supplement EBP services.*

Examples of evidence-based practices and programs are available through the Authority portal on the Adult Redeploy Illinois web site and at the following sites:

<http://www.crimesolutions.gov/>

<http://www.samhsa.gov/ebpwebguide/index.asp>

<http://www.ojp.usdoj.gov/BJA/evaluation/evidence-based.htm>

5e. Include a statement of impact to the court system, including the probation department, and the community treatment system resulting from the increase in individuals sentenced to community supervision and treatment alternatives. For example, describe increased caseload sizes, treatment bed capacity vs. need, or necessary resources for managing violations of community supervision.

5f. Provide a statement that the funds from Adult Redeploy Illinois will not be used to supplant existing county-funded programs. **This does not include program expansions, or enhancements to existing models.** For a more detailed clarification about supplanting funds, see: <http://www.ojp.usdoj.gov/financialguide/PreawardRequirements/chapter5page6.htm>.

5g. Describe the membership of the steering committee overseeing planning and implementation of the Adult Redeploy Illinois program. Will the applicant have a local consortium of stakeholders, including or using existing boards and groups, oversee the Adult Redeploy Illinois program? If yes, describe the membership of the local consortium and how long it has been in existence.

The Adult Redeploy Illinois Oversight Board (ARIQB) believes an effective diversion strategy requires a commitment and involvement from each of the local stakeholders that influence the decision to commit a person to IDOC. However, ARIQB also understands that in some rare instances not all the stakeholders will initially be involved in Adult Redeploy Illinois.

Include as attachments, letters of support from the following individuals in the applicant's jurisdiction. If you cannot provide a letter, please explain their role within the project:

1. Chief Judge or Presiding Criminal Court Judge.
2. State's Attorney.
3. Public Defender.
4. Director of Probation and Court Services.

### ***6. Timeline***

Provide an estimated timeline for the implementation of the plan. The timeline shall include the task, person responsible and estimated time from commencing task to completion. The timeline should include major milestones of the project such as hiring staff, staff training, implementing new reporting system, beginning of services, etc., using a format such as:

<b>Task</b>	<b>Month Started</b>	<b>Month Completed</b>	<b>Personnel Responsible</b>	<b>Frequency</b>
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### ***7. Budget***

Include a detailed budget and budget narrative for implementation of the local plan. The budget and budget narrative shall use the template and forms provided by ICJIA and available at the Adult Redeploy Illinois web site.