

ADULT REDEPLOY ILLINOIS

Implementation Grant

Program Narrative

The completed program narrative will form a **local plan**, as mandated for ARI funding by the Crime Reduction Act. Please respond carefully and completely as this will guide and inform program implementation beyond the grant period.

Adult Redeploy Illinois (ARI) is a program created pursuant to the Crime Reduction Act of 2009 (730 ILCS 190/1) under which counties or judicial circuits agree to reduce their commitments to the Illinois Department of Corrections (IDOC) from a defined target population by 25 percent. In return, jurisdictions will receive state funding to provide supervision and community-based treatment alternatives to those individuals diverted from incarceration. ARI is administered by the Illinois Criminal Justice Information Authority (ICJIA), the lead state agency for justice system funding and research.

Local units of government may apply for state grant funds through ARI to implement a plan creating or expanding a local continuum of evidence-based sanctions and interventions that will promote public safety and reduce reliance on incarceration in state and local facilities.

Please read these instructions carefully. Each section your jurisdiction's submitted program narrative must have a heading that corresponds to the headings listed below. County-level data with which to complete the application are available on the [ARI website](#) under the "Grants" tab. Questions regarding these data can be emailed to CJA.AdultRedeployNOFO@Illinois.gov.

1. Summary of the Program (2 pages maximum) – 5 Points

Provide a brief overview of the jurisdiction's plan to use ARI funding to reduce IDOC commitments of people with probation-eligible offenses. The program summary should provide a clear and concise description of how the jurisdiction will employ evidence-informed practices to divert individuals from prison while ensuring accountability and addressing their needs. At a minimum, the summary must include the following:

- Name of applicant jurisdiction and description of service area for ARI-funded program.
- Description of the target population for diversion, including the selection criteria, estimated number of participants to be served (service goal), and calculation of the 25% reduction goal of probation-eligible IDOC commitments from the target population.
- Description of ARI program model and evidence-based target intervention(s) to be applied to address supervision and service needs of the target population.
- List of key partners and community stakeholders.
- Proposed total budget for program implementation and estimated cost per person served (total budget divided by service goal).

2. Description of Service Area – 5 Points

Identify the county or judicial circuit comprising the applicant jurisdiction. If the application is for a partial or complete judicial circuit, identify each county involved and state the rationale for selecting this geographic target area. Provide demographic (age, sex, race, ethnicity), economic (unemployment, average household income), criminal justice (arrest, conviction, jail), and other information that describes the area to be served and the conditions that give rise to the need for ARI-funded interventions. Useful data and research for this section may be found at the [U.S. Census Bureau website](#), from the American Community Survey; and the [ARI website](#) at the “Apps” tab, which includes links to resources at ICJIA’s [Research Hub](#).

3. Statement of the Problem – Current Situation – 10 Points

- a. Include the numbers of individuals with probation-eligible offenses who were sent to prison instead of being supervised in the community in the prior three years. Complete the data table below using the 2017-2019 IDOC commitment data on the [ARI website](#). Access the data under the “Grants” tab in a downloadable Excel spreadsheet.

Number of IDOC Commitments – Probation-Eligible					
2017	Class 1	Class 2	Class 3	Class 4	Total
DUI					
Property					
Controlled Substance					
Cannabis					
Non-violent Sex Offense					
Other Offense					
Total					
2018	Class 1	Class 2	Class 3	Class 4	Total
DUI					
Property					
Controlled Substance					
Cannabis					
Non-violent Sex Offense					
Other Offense					
Total					
2019	Class 1	Class 2	Class 3	Class 4	Total
DUI					
Property					
Controlled Substance					
Cannabis					
Non-violent Sex Offense					
Person (probation-eligible)					
Other Offense					

Total					
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b. Describe the existing continuum of diversion programs, graduated sanctions, and alternatives to incarceration in the service area and the current capacity of each one. At minimum, describe the current utilization of the following programs:

1. Specialized or enhanced probation programs.
2. Treatment Alternatives for Safe Communities (TASC) probation.
3. Drug courts.
4. Mental health courts.
5. Veterans courts.
6. Any other court programs funded through grants or special project funds.

c. Describe the existing health and human services infrastructure in your jurisdiction and the extent to which providers currently serve justice-involved populations. As applicable, discuss utilization of the following services:

1. Mental health treatment
2. Substance use disorder treatment
3. Primary health care treatment
4. Trauma-informed care
5. Housing programs
6. Employment training
7. Violence prevention programs
8. Domestic violence intervention services
9. Other services which are frequently required within the justice-involved population

4. Statement of the Problem – Unmet Needs – 5 points

Describe investments needed in the continuum of community-based sanctions and services in the jurisdiction to be able to safely divert people with probation-eligible offenses from prison. Describe gaps in the jurisdiction's current justice system and health and human services capacity that need to be addressed through this grant and other means. Gaps may include personnel, technology, human services programs or partners, or other issues related specifically to the jurisdiction.

5. Key Partners – 10 Points

a. Describe the key partners and stakeholders involved in the planning and implementation of the program. Make note of any collaborative or multi-disciplinary teams (MDT) in

charge of oversight and/or staffing of the program and the proposed frequency of meetings. List titles only; no specific names. Briefly describe the role of each partner in ensuring the success of the program. Add lines as necessary.

Roles and Responsibilities of Key Partners for the Program	
Title and department/agency/office	Description of role

- b. Include as attachments letters of support from the following stakeholders in the applicant's jurisdiction.
 - i. Chief judge or presiding criminal court judge
 - ii. State's attorney
 - iii. Public defender
 - iv. Director of probation and/or court services.

6. Project Implementation – Description of the Proposed Adult Redeploy Illinois Program Model – 40 Points

- a. Describe the target population for diversion using the IDOC commitment data provided in Section 3a.. Define criteria that will be used to accept individuals into the program, and clearly describe how the applicant will ensure that the program serves prison-bound individuals. Consult with your local state's attorney and legal counsel to ensure the target population is eligible for alternatives to incarceration.

Local stakeholders may choose to target all individuals with probation-eligible offenses who are facing prison, or they want to focus on a subset of the eligible population that will be matched to appropriate target intervention(s). 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 program models.*
- *The selected target population should result in the greatest possible number of individuals diverted from state prisons, while preserving public safety.*

- b. Describe the intake and assessment process to be used for the ARI program. Enrollment decisions and service plans should be based on an assessment of individuals' risks, assets, and needs using a validated assessment tool, such as the Adult Risk Assessments) utilized by Illinois probation departments.

- c. Describe how safe supervision and rehabilitation of individuals in the community will be different from practices currently in place . For example, will the jurisdiction expand existing services to more participants? Will the jurisdiction enhance an existing supervision and/or treatment model? Will the jurisdiction implement a new program or service alongside existing programs or services?

Proposed services and programs must be based in and informed by evidence of what is effective in reducing recidivism. Applicants should be prepared to identify and demonstrate the evidence supporting the proposed target intervention(s).

- d. Describe how you will integrate and leverage other services and programs in support of program participants. State how the program utilizes or will utilize public benefits, such as Medicaid, to increase access to a broad range of cost-effective treatment and supportive services.
- e. Describe impacts on the court system, including the probation department and local health and human services, that could result from the increase in individuals sentenced to community supervision and treatment alternatives supported by ARI funds. Describe possible impact on caseload sizes, treatment bed capacity , and resources for managing violations of community supervision. Detail how the plan addresses these impacts.
- f. Describe the plan to incorporate community involvement to build awareness and support of the ARI program and aid in participant reintegration. Benefits of community involvement in the justice system include collaborative prevention strategies, increased trust in government, and decreased pressure on public budgets. Examples of community involvement in ARI programs include restorative justice practices, such as community restorative boards; community service projects with local civic and business organizations; mentoring programs; and faith-based involvement. For an overview of community involvement strategies, see [Bridges to Justice: A Community Engagement Toolkit for Adult Diversion Programs.](#)
- g. Provide a logic model with the program’s inputs (stakeholders, resources), outputs (activities, participation), and outcomes (short-term, intermediate, long-term) in pursuit of the overall ARI goal of reducing prison use. For more information on logic model development, go to “[Logic Models: Practical Planning to Reach Program Goals](#)” on ICJIA’s [Research Hub](#). A logic model template is included in *Appendix A*.

- h. Complete the implementation schedule below, defining each step in the implementation and operation of the proposed program, including the staff position responsible for each task and a target date for completion. Include details that will guide internal and external monitoring of implementation progress. For example, list all services, goods, products, work product, data, items, materials, and property to be created, developed, produced, delivered, performed, or provided (deliverables); and/or include important events that must occur at specific points throughout the term to effectively achieve goals (milestones). Add lines as necessary.

Task	Staff Responsible	Date Task will be Completed
<i>Example: Convene meetings</i>	<i>Coordinator</i>	<i>Ongoing</i>
<i>Example: Hire program staff</i>	<i>Coordinator</i>	<i>Month 2</i>
(Required) Submit quarterly data report to ICJIA/ARI		15 th of the month following the end of the quarter
(Required) Submit monthly fiscal reports to ICJIA/ARI		15 th of the following reporting month
(Required) Submit close-out report and documentation to ICJIA/ARI		July 31, 2021

7. Goals, Objectives and Performance Metrics – 10 Points

- a. Complete the table below with data related to the goal of reducing IDOC commitments of those who are probation-eligible. As applicable, provide performance objectives in the left-hand column that will demonstrate progress toward the proposed program goal. Ensure that the objectives are specific, measurable (according to the performance measures in the right-hand column), attainable, realistic, and timely. Additional

objectives and performance measures can be added.

Goal: Reduce the number of individuals committed to prison from the identified target population by 25% based on the average number of commitments in the prior three years.

1. Provide the number in the total eligible population (2017-2019 average):
2. Define the target population (risk level, needs profile, offense class, offense type):
3. Provide the number in the target population, if different from #1 (2017-2019 average):
4. Calculate the baseline 25% reduction goal for the grant period (target population x 25%):
5. Estimate the number of new enrollments within the grant period (enrollment goal):
6. Estimate the average length of time in the program, including early terminations (months):
7. Estimate the number of participants to be served within the grant period (service goal):
8. Estimate the number of program slots at any given time (program capacity):

Process Objectives	Performance Measures
Hold multi-disciplinary team (MDT) meetings or staffings on a _____ basis to guide program implementation	<ul style="list-style-type: none"> ➤ Types of disciplines and roles on team ➤ Number of meetings held per quarter ➤ Number of meetings with majority attendance
Provide _____ hours of training for staff and team members in evidence-based practices, reporting and data submission	<ul style="list-style-type: none"> ➤ Number of training hours ➤ Types of training ➤ Number of staff trained
Identify, assess and enroll appropriate target population assuring that at least 80% of those enrolled are moderate to high risk	<ul style="list-style-type: none"> ➤ Number of participants referred ➤ Number of participants assessed ➤ Number of participants enrolled in the program ➤ Number of participants accepted into the program at each risk level: high, medium, low
Based on assessed risk and needs, develop individualized service plans for 100% of participants and connect participants to appropriate services and supervision levels according to evidence-based practices	<ul style="list-style-type: none"> ➤ Number of participants with completed assessments ➤ Number of participants with written service plans ➤ Number of participants receiving evidence-based services according to assessed need ➤ Number of participants engaged in cognitive-behavioral therapy ➤ Number of participants completing cognitive-behavioral therapy ➤ Number of participants engaged in substance use disorder treatment ➤ Number of participants completing substance use disorder treatment ➤ Number of participants engaged in mental health treatment ➤ Number of participants completing mental health treatment
Monitor participant compliance and progress <ul style="list-style-type: none"> • _____ face-to-face meetings per month • _____ ratio of incentives to sanctions • Other: _____ 	<ul style="list-style-type: none"> ➤ Average number of monthly face-to-face participant and probation officer meetings ➤ Number of sanctions for negative behavior ➤ Number of incentives for positive behavior

	<ul style="list-style-type: none"> ➤ Number of participants at each level or phase ➤ Average monthly caseload of program staff
Meaningfully engage the community _____ times per _____	<ul style="list-style-type: none"> ➤ Number of meetings with community members ➤ Number of presentations in the community
Maintain capacity to collect and submit performance measurement data <ul style="list-style-type: none"> • At least .25 FTE staff dedicated to program and data coordination • _____% on-time, complete and accurate submissions 	<ul style="list-style-type: none"> ➤ Number of times data submitted on time ➤ Number of times data submitted are complete ➤ Number of times data submitted are accurate ➤ Number of times data submitted contain all mandatory data elements
Other process measures (optional): <ul style="list-style-type: none"> • _____ 	Other performance measures: <ul style="list-style-type: none"> ➤ _____
Outcome Objectives	Performance Measures
At least 25% of individuals from the target population will be diverted from prison	<ul style="list-style-type: none"> ➤ Number enrolled ➤ Number active ➤ Number completed program requirements ➤ Number revoked to jail ➤ Number revoked to IDOC ➤ Number revoked to other ➤ Number of other outcomes (transfers, deaths)
_____ % of program participants will make restitution for crimes committed and harm done to victims and their communities	<ul style="list-style-type: none"> ➤ Number ordered to complete a restorative justice process ➤ Number completing a restorative justice process ➤ Number of community service hours ➤ Number ordered to pay restitution ➤ Average amount of restitution ordered ➤ Number who paid restitution ➤ Average proportion of restitution paid
<u>Other statutory metrics</u> (include if ARI funding used to provide services for these objectives): <ul style="list-style-type: none"> • Employment objectives: _____ • Education objectives: _____ 	<ul style="list-style-type: none"> ➤ Number of participants employed (beginning and end of program) ➤ Number of job referrals ➤ Number of job placements ➤ Number of participants achieving educational advancement
<u>Other outcome metrics</u> (include if ARI funding used to provide services for these objectives): <ul style="list-style-type: none"> • Housing objectives: _____ • _____ 	<ul style="list-style-type: none"> ➤ Number of housing referrals ➤ Number of housing placements ➤ Number of participants reporting stable housing

- b. Describe the coordination and supervision infrastructure to ensure the proposed ARI program will meet the stringent requirements of evidence-based implementation with fidelity, data collection, and reporting.

Applicants are required to dedicate at least a .25 full-time equivalent (FTE) staff position to coordinate and fulfill program requirements. Explain how that coordinator will be involved in the program.

8. Cost-Effectiveness and Certification – 10 Points

- a. Calculate the cost per person served and cost per person diverted demonstrating cost-effectiveness and the potential for state savings from local alternatives to incarceration.

Cost-Effectiveness – SFY21 Proposed	
Cost per person served Total budget divided by service goal	
Cost per person diverted Total budget divided by 25% reduction goal for grant period	

- b. If operating a problem-solving court (drug, mental health, veterans, etc.), indicate efforts to attain Administrative Office of Illinois Courts certification:

- ☐ Certification received (date received:). Please provide documentation.
- ☐ Certification in process (date expected:). Describe any relevant factors:
- ☐ Certification denied (date denied:). If denied, describe next steps:

9. Budget Detail & Budget Narrative – 5 Points

- a. Include a detailed budget and budget narrative for implementation of the local plan using the fillable, Excel-based template and forms provided by ICJIA. Attach as a separate Excel document.
- b. Provide a statement that the funds from ARI will not be used to supplant existing federal, state, county, or locally funded programs. **This does not include program expansions or enhancements to existing models.**

Prepared by:

(Name & title. No signature required.)

APPENDIX A

Logic Model Template

Program: _____ (name) _____ Logic Model

Situation:

Inputs	Outputs		Outcomes -- Impact		
	<i>Activities</i>	<i>Participation</i>	<i>Short</i>	<i>Medium</i>	<i>Long</i>

Assumptions	External Factors
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