**Implementation Grant**

**Program Narrative**

INSTRUCTIONS: The program narrative should be single-spaced, using a standard 12-point font (Times New Roman preferred); have 1-inch margins; and not exceed 20 pages total. Please do not delete the questions, nor any sections in this document. Complete the narrative using the text boxes in this form.

ICJIA requires the ability to copy and paste narrative submitting in this document. It is strongly recommended submitting the program narrative in Word document format.

Adult Redeploy Illinois (ARI) is a program created pursuant to the Crime Reduction Act of 2009 (730 ILCS 190/1) under which counties, groups of 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, counties will receive state funding to provide supervision and community-based treatment alternatives to those individuals diverted from incarceration.

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 protect public safety and reduce reliance on incarceration in state and local facilities.

Please read these instructions carefully. Each section of the program narrative must have a heading that corresponds to the headings listed below. The Illinois Criminal Justice Information Authority (ICJIA) has compiled county data with which to complete the application, available on the ARI website ([www.icjia.org/redeploy](http://www.icjia.org/redeploy)) under the “Tools” tab. Email questions regarding these data to Adriana Perez, ARI Program Manager, at Adriana.Perez@Illinois.gov.

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

Provide a brief overview of the jurisdiction’s plan to implement ARI locally. The program summary should to serve as a stand-alone document providing a clear and concise description of how the jurisdiction will employ evidence-based and promising practices to divert non-violent offenders from prison and achieve more cost-effective outcomes. At a minimum, the summary should include the following:

* Description of the target population, including the proposed number of diversions towards the 25% reduction goal.
* Description of the key partners and stakeholders.
* Description of the existing capacity in the local justice system and local treatment / community services.
* Description of gaps in sanctions and services.
* Description of the proposed ARI program model and how it proposes to address the gaps.
* Proposed total budget for program implementation.

1. **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, then identify each county involved and the rationale for selecting this geographic target area. Include demographic (age, race, ethnicity), economic (unemployment), criminal justice (arrest, conviction, jail), and other information that describes the area to be served.

1. **Statement of the Problem – Current Situation – 10 Points**
2. As justification for a proposed target population, provide a general profile of individuals who were committed to IDOC who would have been eligible for diversion to ARI for non-violent, probation-eligible offenses as defined by the Uniform Code of Corrections, (730 ILCS 5/), during the latest three years for which data are available (2015-2017).

1. Complete the data table below using the ARI-eligible commitment data on the ARI website ([www.icjia.org/redeploy](http://www.icjia.org/redeploy)) for the latest three years that data are available (2015-2017). Access the data under the “Tools” tab in a downloadable Excel spreadsheet.

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|  **Number of IDOC Commitments – ARI-Eligible** |
| 2015 | Class 1 | Class 2 | Class 3 | Class 4 | Total |
| DUI |       |       |       |       |       |
| Property |       |       |       |       |       |
| Controlled Substance |       |       |       |       |       |
| Cannabis |       |       |       |       |       |
| Non-violent Sex Offense |       |       |       |       |       |
| Other Offense |       |       |       |       |       |
| Total |       |       |       |       |       |
| 2016 | Class 1 | Class 2 | Class 3 | Class 4 | Total |
| DUI |       |       |       |       |       |
| Property |       |       |       |       |       |
| Controlled Substance |       |       |       |       |       |
| Cannabis |       |       |       |       |       |
| Non-violent Sex Offense |       |       |       |       |       |
| Other Offense |       |       |       |       |       |
| Total |       |       |       |       |       |
| 2017 | Class 1 | Class 2 | Class 3 | Class 4 | Total |
| DUI |       |       |       |       |       |
| Property |       |       |       |       |       |
| Controlled Substance |       |       |       |       |       |
| Cannabis |       |       |       |       |       |
| Non-violent Sex Offense |       |       |       |       |       |
| Other Offense |       |       |       |       |       |
| Total |       |       |       |       |       |

1. Describe your existing diversionary programs, graduated sanctions, and alternatives to incarceration, and the current capacity of each one. At minimum, describe the current utilization of the following programs:
2. Specialty probation units (e.g., mental health probation or drug probation).
3. TASC probation.
4. Mental health courts.
5. Drug courts.
6. Any other court program or pilots funding through grants or special project funds.

1. 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 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.

1. **Statement of the Problem – Unmet Needs – 5 points**

Describe unmet programmatic needs in sanctions and services. Describe any gaps in the jurisdiction’s current justice system and health and human services capacity that would need to be addressed prior to sentencing offenders to a local alternative to incarceration. Gaps may include personnel, technology, human services programs or partners, or other issues related specifically to the jurisdiction.

1. **Key Partners – 10 Points**
	1. Describe the membership of a multi-disciplinary team (MDT) assisting with the implementation of the ARI program, in oversight and/or staffing as in problem-solving courts. List member titles only; no proper names. Briefly describe the roles of each partner in ensuring the success of the program. Add lines as necessary.

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

* 1. Include as attachments letters of support from the following stakeholders in the applicant’s jurisdiction.

		1. Chief Judge or presiding criminal court judge.
		2. State’s Attorney.
		3. Public Defender.
		4. Director of probation and/or court services.
1. **Description of the Proposed Adult Redeploy Illinois Program Model – 40 Points**
2. Describe the target population and define the criteria that will be used to accept individuals into the program. Clearly describe how the applicant will ensure that the program serves only individuals who would otherwise be committed to IDOC. For general guidelines about offenses that would make an individual ineligible for ARI, visit the ARI website ([www.icjia.org/redeploy](http://www.icjia.org/redeploy)) at the “Tools” tab, “County-Level Data.” Consult with your local state’s attorney and legal counsel to ensure the population you select is eligible for alternatives to incarceration.

ARI target populations must exclude individuals with current convictions for violent or non-probationable offenses. Local stakeholders 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 program models.
* The selected target population should result in the greatest possible number of individuals diverted from state prisons, while preserving public safety.

Describe the intake and assessment process to be used for the ARI program. Services provided should be based on an assessment of individuals’ risks, assets, and needs using a validated assessment tool.

1. Describe how you will integrate and leverage existing services and programs designed to meet the individual needs of targeted individuals.

1. Describe what will be done to rehabilitate the individual 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 implement a new program or services alongside existing programs or services?

***Proposed services and programs shall be based in evidence of effectiveness in reducing recidivism. Identify the research supporting the proposed services and programs.***

1. Describe the expected 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. Include how the plan addresses this impact.

1. Describe a plan to incorporate community involvement to build awareness and support of the ARI program. There are numerous benefits of community involvement in the justice system including 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.](https://ariallsites2017.icjia.cloud/static/summit_documents/Community_toolkit_bridges_to_justice_FINAL.pdf)”

#### Describe a plan of how the program utilizes or will utilize the Affordable Care Act (ACA) to increase access to a broad range of cost-effective treatment. Provide brief details on any current or anticipated barriers to utilizing the ACA for eligible individuals if applicable.

1. 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. Please add additional lines as necessary.

|  |  |  |
| --- | --- | --- |
| **Task** | **Staff Responsible** | **Date Task will be Completed** |
| *Example: Convene meetings* | *Coordinator* | *Ongoing* |
| *Example: Hire program staff* | *Coordinator* | *Month 2* |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
| (Required) Submit quarterly data report to ICJIA/ARI |       | 15th of the month following the end of the quarter |
| (Required) Submit monthly fiscal reports to ICJIA/ARI |       | 15th of the following month  |

1. **Goals, Objectives and Performance Metrics – 10 Points**
	1. Complete the table below with data on the target population and reduction goal calculation. As applicable, identify measurable objectives and corresponding performance indicators that will demonstrate progress toward the proposed program goal. Enter ambitious yet realistic numbers for each objective. Additional objectives and performance indicators can be added.

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| **Goal:** Reduce the number of non-violent offenders committed to prison from the identified target population by 25% based on the average number of commitments in the prior three years.1. Define the target population (e.g., Class 3 and 4 offenders with substance use disorders, Class 2-4 probation violators, etc.):
2. Provide the number in the target population:
3. Calculate the baseline 25% reduction goal for the grant period (target population x 25%):
4. Estimated number of participants to be served within the grant period (service goal):
5. Estimated number of program slots at any given time (program capacity):
 |
| **Process Objectives** | **Performance Measures**  |
| Hold multi-disciplinary team (MDT) meetings / staffings on a       basis to guide program implementation  | * Types of disciplines and roles represented
* Number of meetings held per quarter
* Number of meetings in which a 51% or more of team members are in attendance.
 |
| Provide       hours of training for staff and team members in evidence-based practices, reporting and data submission | * Number of hours of training
* Types of training
* % of staff trained
 |
| (Required) Identify, assess and enroll appropriate target population assuring that at least **80%** of those served are moderate to high risk | * Number of participants referred
* % of participants assessed
* Number enrolled in the program
* Number of participants accepted into the program at each risk level: high, medium, low
* % of program capacity
 |
| (Required) 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 | * % of participants with completed assessments
* % of participants with completed service plan
* Number with substance use disorder (if applicable)
* Number with mental health diagnosis (if applicable)
* % with assessed need referred / linked to treatment
 |
| Monitor participant compliance and progress * + - * face-to-face meetings / month
			* drug tests / week
			* ratio of sanctions to incentives
			* Other:
 | * Average number of monthly face-to-face meetings between participant and probation officer
* Average number of drug testing per quarter
* Average number of sanctions in response to negative behavior (e.g., jail days)
* Average number of incentives in response to positive behavior
* Number of participants at each program/treatment level or phase
* Average monthly caseload for program staff
 |
| (Required) Maintain capacity to collect and submit performance measurement data * At least **.25** FTE program coordinator on program
* % on-time and complete submissions
 | * Number of quality mandatory data elements at the individual level
* Number of hours of program coordination
 |
| **Outcome Objectives** | **Performance Measures** |
| (Required) Divert at least **25%** of individuals from the target population, reducing prison usage | * Number enrolled
* Number active
* Number successfully completed
* Number terminated to IDOC
 |
|      % of program participants will successfully complete program requirements | * Treatment completion rate
* % successfully completing program requirements
* % unsuccessfully completing program requirements
 |
|      % of program participants will make restitution for crimes committed and harm done to victims and their communities | * Number ordered to complete a restorative justice process
* Number completing a restorative justice process
* Number ordered to pay restitution
* Average amount of restitution ordered
* Number who paid restitution
* Average of restitution amount paid
 |

* 1. 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 include a dedicated ARI Program Coordinator at .25 full-time equivalent (FTE) or greater and explain how that coordinator will be involved in the program.***

1. **Cost-Effectiveness and Certification – 10 Points**
	1. 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.

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| **Cost-Effectiveness – SFY19 Proposed** |
| **Cost per person served** Total budget / service goal [#4 from Performance Measures section] |       |
| **Cost per person diverted** Total budget / baseline 25% reduction goal for grant period [#3 from Performance Measures section] |       |

* 1. 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:
1. **Budget Detail & Budget Narrative – 5 Points**
	1. 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.
	2. 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 actual signature required)