Kansas Department of Corrections
Community Corrections Services

Kansas Department of Corrections
Community Corrections Comprehensive Plan
Quarterly and Year End Outcome Report Format

Community Corrections Agency: Fourth Judicial District Community Corrections

Fiscal Year 2014
Report Period

X	1st Quarter	July 1st - September 30th
___	2nd Quarter	October 1st - December 31st
___	3rd Quarter	January 1st - March 31st
___	Year End	July 1st - June 30th

Outcomes

***Objective* #1:** Agency staff will finalize a policy and procedure that governs the development and utilization of an Individual Improvement Plan (IIP) to address individual shortfalls associated with the results of the agency's quality assurance programs (MI, LSI-R, Case Plan, Case File Maintenance) by March 30, 2014.

Target Date: 3-30-2014
Objective Met: ☐ Yes ☐ No ☒ Pending

Progress: The draft policy has been completed and it's anticipated the final policy will be implemented during the second quarter of FY2014.

Discussion / Current Activities: The agency's IIP will be designed to address shortfalls regarding individual achievements related to quality assurance activities.

Challenges: There were no challenges in the 1st quarter.

Modifications: There were no modifications in the 1st quarter.

Objective #2: The Fourth Judicial District Community Corrections will enter into an MOU with one or more Kansas Community Corrections agencies, whereby, the agency's MITI in-house assessor shall submit a minimum of two (2) completed MITI coding sheets for peer review by September 30, 2013

Target Date: 9-30-2013
Objective Met: ☒ Yes ☐ No ☐ Pending

Progress: The Fourth Judicial District Community Corrections entered into an MOU with the Fifth Judicial District Community Corrections and Riley County Community Corrections on 9-27-13.

Discussion / Current Activities: The in-house MI assessors from all three agencies will come together to facilitate a quality assurance session that will be used to measures their abilities related to the review and scoring of audio tapes.

Challenges: There were no challenges during the 1st quarter.

Modifications: Because of the date in which the MOU was signed, there will only be one (1) scheduled quality assurance session in FY2014.

Objective #3: The Fourth Judicial District Community Corrections will fully develop and implement data collection procedures that will highlight increased termination data for cases terminated as successful, unsuccessful and revoked by September 30, 2013

Target Date: 9-30-2013
Objective Met: ☒ Yes ☐ No ☐ Pending

Progress: The database was developed in the fourth quarter of FY2013 and fully implemented during the first quarter of FY2014.

Discussion / Current Activities: Agency staff meets on a monthly basis to close out cases that were terminated the previous month. This creates an opportunity to collect additional data regarding case closures that will assist in further defining the various termination types.

Challenges: There were no challenges during the 1st quarter.

Modifications: There were no modifications in the 1st quarter.

Objective #4: The Fourth Judicial District Community Corrections shall achieve and maintain a supervision success rate of at least 75% in FY2014 or improve such rate by at least 3% from the previous fiscal year (per K.S.A. 75-52,112)

Target Date: 6-30-2013
Objective Met: ☐ Yes ☐ No ☒ Pending

Progress:

Target	1st Quarter	2nd Quarter	3rd Quarter	Year End
75%	82%			

Discussion / Current Activities: Of the twenty-two (22) offenders released during the first quarter, eighteen (18) or 82% were successfully released from probation.

Challenges: There were no challenges during the 1st quarter.

Modifications: There were no modifications in the 1st quarter.

Objective #5: Agency staff shall obtain / maintain a quality assurance score of 3.5 or higher regarding their ability to incorporate motivational interviewing skills and techniques into their daily activities by June 30, 2014

Target Date: 6-30-2014
Objective Met: ☐ Yes ☐ No ☒ Pending

Progress:

Target	1st Quarter	2nd Quarter	3rd Quarter	Year End
3.50	NA			

Discussion / Current Activities: The agency collected audio tapes during the first quarter of FY2014 and those tapes are in the process of being evaluated by the agency's in-house MI assessor. Scores will be available for the second quarter report.

Challenges: There were no challenges in the 1st quarter.

Modifications: There were no modifications during the 1st quarter.

Objective #6: Agency staff shall obtain / maintain a quality assurance score of 90% or higher regarding their ability to accurately administer the LSI-R on or before June 30, 2014

Target Date: 6-30-2014
Objective Met: ☐ Yes ☐ No ☒ Pending

Progress:

Target	1st Quarter	2nd Quarter	3rd Quarter	Year End
90%	NA			

Discussion / Current Activities: The agency will focus on group activities, where an LSIR assessment will be completed by the agency's program consultant and each supervising officer will administer the LSIR for the same offender using an audio tape and all the documentation made available to the original assessor. The agency will then be able to evaluate inter-rater reliability and discuss outcomes as a group.

Challenges: With the assistance of the agency's program consultant a quality assurance activity was scheduled for September 2013, but an unexpected absence caused the session to be delayed. The session has been rescheduled for the 2nd quarter.

Modifications: There were no modifications during the 1st quarter.

Objective #7: Agency staff shall obtain / maintain a quality assurance score of 3.6 or higher regarding their ability to accurately develop offender case plans on or before June 30, 2014

Target Date: 6-30-2014
Objective Met: ☐ Yes ☐ No ☒ Pending

Progress:

Target	1st Quarter	2nd Quarter	3rd Quarter	Year End
3.6	NA			

Discussion / Current Activities: Using the LSIR discussed in the outcome measurement above, agency staff shall draft a case plan based on the results of that LSIR. The case plan will be evaluated on content and each officer's ability to address the most significant areas of risk/need.

Challenges: The delay associated with the LSIR quality assurance activity has caused a minor challenge.

Modifications: There were no modifications during the 1st quarter

Objective #8: *Seventy percent (70%)* of the offenders that successfully complete the cognitive education group in FY2014, and are available to participate in a reassessment or discharge LSI-R, will lower their total LSI-R score by June 30, 2014

Target Date: 6-30-2014
Objective Met: ☐ Yes ☐ No ☒ Pending

Progress:

Target	1st Quarter	2nd Quarter	3rd Quarter	Year End
70%	NA			

Discussion / Current Activities: One (1) client was successfully released from the cog program in the first quarter. That client has not been subject to an LSIR reassessment.

Challenges: The low number of successful completions.

Modifications: There were no modifications during the 1st quarter

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Outcomes

Objective #1: Agency staff will finalize a policy and procedure that governs the development and utilization of an Individual Improvement Plan (IIP) to address individual shortfalls associated with the results of the agency's quality assurance programs (MI, LSI-R, Case Plan, Case File Maintenance) by March 30, 2014.

Target Date: 3-30-2014
Objective Met: ☐ Yes ☐ No ☒ Pending

Progress: The draft policy has been completed and the final policy will be implemented during the third quarter of FY2014.

Discussion / Current Activities: The agency's IIP will be designed to address shortfalls regarding individual achievements related to quality assurance activities.

Challenges: The loss of the agency's Assistant Director.

Modifications: There were no modifications in the 2nd quarter.

Objective #2: The Fourth Judicial District Community Corrections will enter into an MOU with one or more Kansas Community Corrections agencies, whereby, the agency's MITI in-house assessor shall submit a minimum of two (2) completed MITI coding sheets for peer review by September 30, 2013

Target Date: 9-30-2013
Objective Met: ☒ Yes ☐ No ☐ Pending

Progress: The Fourth Judicial District Community Corrections entered into an MOU with the Fifth Judicial District Community Corrections and Riley County Community Corrections on 9-27-13.

Discussion / Current Activities: The in-house MI assessors from all three agencies will come together to facilitate a quality assurance session that will be used to measures their abilities related to the review and scoring of audio tapes.

Challenges: There were no challenges during the 2nd quarter.

Modifications: Because of the date in which the MOU was signed, there will only be one (1) scheduled quality assurance session in FY2014.

Objective #3: The Fourth Judicial District Community Corrections will fully develop and implement data collection procedures that will highlight increased termination data for cases terminated as successful, unsuccessful and revoked by September 30, 2013

Target Date: 9-30-2013
Objective Met: ☒ Yes ☐ No ☐ Pending

Progress: The database was developed in the fourth quarter of FY2013 and fully implemented during the first quarter of FY2014.

Discussion / Current Activities: Agency staff meets on a monthly basis to close out cases that were terminated the previous month. This creates an opportunity to collect additional data regarding case closures that will assist in further defining the various termination types.

Challenges: There were no challenges during the 2nd quarter.

Modifications: There were no modifications in the 2nd quarter.

Objective #4: The Fourth Judicial District Community Corrections shall achieve and maintain a supervision success rate of at least 75% in FY2014 or improve such rate by at least 3% from the previous fiscal year (per K.S.A. 75-52,112)

Target Date: 6-30-2013
Objective Met: ☐ Yes ☐ No ☒ Pending

Progress:

Target	1st Quarter	2nd Quarter	3rd Quarter	Year End
75%	78%	76%		

Discussion / Current Activities: Of the thirty-seven (37) offenders released during the first quarter, twenty-eight (28) or 76% were successfully released from probation.

Challenges: There were no challenges during the 2nd quarter.

Modifications: The 1st quarter statistics were modified, as one additional conditional violator was added to the totals, which resulted in a successful percentage of 78%.

Objective #5: Agency staff shall obtain / maintain a quality assurance score of 3.5 or higher regarding their ability to incorporate motivational interviewing skills and techniques into their daily activities by June 30, 2014

Target Date: 6-30-2014
Objective Met: ☐ Yes ☐ No ☒ Pending

Progress:

Target	1st Quarter	2nd Quarter	3rd Quarter	Year End
3.50	NA	4.06		

Discussion / Current Activities: The agency assessed MI skills during the 2nd quarter, which resulted in an average score of 4.06. The lowest score received was 4.00.

Challenges: There were no challenges in the 2nd quarter.

Modifications: There were no modifications during the 2nd quarter.

Objective #6: Agency staff shall obtain / maintain a quality assurance score of 90% or higher regarding their ability to accurately administer the LSI-R on or before June 30, 2014

Target Date: 6-30-2014
Objective Met: ☐ Yes ☐ No ☒ Pending

Progress:

Target	1st Quarter	2nd Quarter	3rd Quarter	Year End
90%	NA	NA		

Discussion / Current Activities: The agency will focus on group activities, where an LSIR assessment will be completed by the agency's program consultant and each supervising officer will administer the LSIR for the same offender using an audio tape and all the documentation made available to the original assessor. The agency will then be able to evaluate inter-rater reliability and discuss outcomes as a group.

Challenges: This QA session was scheduled twice during the second quarter and the agency's Director had to be out of the office on both occasions (unexpected). Because the agency no longer has an Assistant Director, it's been difficult completing this task. This QA session has tentatively been rescheduled for 02-25-14.

Modifications: The QA session has been modified twice.

Objective #7: Agency staff shall obtain / maintain a quality assurance score of 3.6 or higher regarding their ability to accurately develop offender case plans on or before June 30, 2014

Target Date: 6-30-2014
Objective Met: ☐ Yes ☐ No ☒ Pending

Progress:

Target	1st Quarter	2nd Quarter	3rd Quarter	Year End
3.6	NA	2.81		

Discussion / Current Activities: Using the LSIR discussed in the outcome measurement above, agency staff shall draft a case plan based on the results of that LSIR. The case plan will be evaluated on content and each officer's ability to address the most significant areas of risk/need. The first round of case plan QA yielded an average score of 2.81.

Challenges: Low scores of some staff members affected the cumulative result. Additional QA activities are necessary for improvement. Additionally, the loss of the agency's Assistant Director has caused a delay in QA activities.

Modifications: There were no modifications during the 2nd quarter

Objective #8: *Seventy percent (70%)* of the offenders that successfully complete the cognitive education group in FY2014, and are available to participate in a reassessment or discharge LSI-R, will lower their total LSI-R score by June 30, 2014

Target Date: 6-30-2014
Objective Met: ☐ Yes ☐ No ☒ Pending

Progress:

Target	1st Quarter	2nd Quarter	3rd Quarter	Year End
70%	NA	NA		

Discussion / Current Activities: Not Applicable.

Challenges: See modifications section below.

Modifications: During a HB 2170 Core Implementation Team (CIT) meeting it was discussed that CSG would not be supporting the continuation of the cognitive education curriculum entitled "Courage to Change". As a result the Fourth Judicial District Community Corrections completed its current group and has temporarily suspended the group until decisions can be made regarding what curriculums will receive final approval.

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Outcomes

Objective #1: Agency staff will finalize a policy and procedure that governs the development and utilization of an Individual Improvement Plan (IIP) to address individual shortfalls associated with the results of the agency's quality assurance programs (MI, LSI-R, Case Plan, Case File Maintenance) by March 30, 2014.

Target Date: 3-30-2014
Objective Met: ☒ Yes ☐ No ☐ Pending

Progress: The draft policy has been completed and the final policy will be implemented during the third quarter of FY2014.

Discussion / Current Activities: The final policy was developed by the deadline date and the agency will begin using the IIP during the 4th quarter. Each quality assurance assessment will include a corresponding IIP.

Challenges: The loss of the agency's Assistant Director.

Modifications: There were no modifications in the 3rd quarter, though the agency anticipates some modifications to the document and procedures after we begin using it to address any identified shortfalls in our quality assurance assessments.

Objective #2: The Fourth Judicial District Community Corrections will enter into an MOU with one or more Kansas Community Corrections agencies, whereby, the agency's MITI in-house assessor shall submit a minimum of two (2) completed MITI coding sheets for peer review by September 30, 2013

Target Date: 9-30-2013
Objective Met: ☒ Yes ☐ No ☐ Pending

Progress: The Fourth Judicial District Community Corrections entered into an MOU with the Fifth Judicial District Community Corrections and Riley County Community Corrections on 9-27-13. The MITI assessors are scheduled to meet on 5-15-14 in Manhattan for their first review.

Discussion / Current Activities: The in-house MI assessors from all three agencies will come together to facilitate a quality assurance session that will be used to measures their abilities related to the review and scoring of audio tapes.

Challenges: There were no challenges during the 3rd quarter.

Modifications: Because of the date in which the MOU was signed, there will only be one (1) scheduled quality assurance session in FY2014.

Objective #3: The Fourth Judicial District Community Corrections will fully develop and implement data collection procedures that will highlight increased termination data for cases terminated as successful, unsuccessful and revoked by September 30, 2013

Target Date: 9-30-2013
Objective Met: ☒ Yes ☐ No ☐ Pending

Progress: The database was developed in the fourth quarter of FY2013 and fully implemented during the first quarter of FY2014.

Discussion / Current Activities: Agency staff meets on a monthly basis to close out cases that were terminated the previous month. This creates an opportunity to collect additional data regarding case closures that will assist in further defining the various termination types.

Challenges: There were no challenges during the 3rd quarter.

Modifications: The agency plans to make some modifications to the collection process prior to FY15 beginning.

Objective #4: The Fourth Judicial District Community Corrections shall achieve and maintain a supervision success rate of at least 75% in FY2014 or improve such rate by at least 3% from the previous fiscal year (per K.S.A. 75-52,112)

Target Date: 6-30-2013
Objective Met: ☐ Yes ☐ No ☒ Pending

Progress:

Target	1st Quarter	2nd Quarter	3rd Quarter	Year End
75%	78%	76%	71%	

Discussion / Current Activities: Of the thirty-four (34) offenders released during the first quarter, twenty-four (24) or 71% were successfully released from probation.

Challenges: The agency didn't meet its goal of 75% or higher, in large part to the number of conditional violators during the 3rd quarter.

Modifications: There were no modifications during the 3rd quarter.

Objective #5: Agency staff shall obtain / maintain a quality assurance score of 3.5 or higher regarding their ability to incorporate motivational interviewing skills and techniques into their daily activities by June 30, 2014

Target Date: 6-30-2014
Objective Met: ☐ Yes ☐ No ☒ Pending

Progress:

Target	1st Quarter	2nd Quarter	3rd Quarter	Year End
3.50	NA	4.06	NA	

Discussion / Current Activities: There were no activities during the 3rd quarter.

Challenges: The loss of the agency's Assistant Director has slowed QA activities. The position was filled in April 2014 and 4th quarter activities are underway.

Modifications: There were no modifications during the 3rd quarter.

Objective #6: Agency staff shall obtain / maintain a quality assurance score of 90% or higher regarding their ability to accurately administer the LSI-R on or before June 30, 2014

Target Date: 6-30-2014
Objective Met: ☐ Yes ☐ No ☒ Pending

Progress:

Target	1st Quarter	2nd Quarter	3rd Quarter	Year End
90%	NA	NA	NA	

Discussion / Current Activities: There were no activities during the 3rd quarter.

Challenges: The loss of the agency's Assistant Director has slowed QA activities. The position was filled in April 2014 and 4th quarter activities are underway.

Modifications: The QA session has been modified twice.

Objective #7: Agency staff shall obtain / maintain a quality assurance score of 3.6 or higher regarding their ability to accurately develop offender case plans on or before June 30, 2014

Target Date: 6-30-2014
Objective Met: ☐ Yes ☐ No ☒ Pending

Progress:

Target	1st Quarter	2nd Quarter	3rd Quarter	Year End
3.6	NA	2.81	NA	

Discussion / Current Activities: There were no activities during the 3rd quarter.

Challenges: The loss of the agency's Assistant Director has slowed QA activities. The position was filled in April 2014 and 4th quarter activities are underway.

Modifications: There were no modifications during the 3rd quarter

Objective #8: *Seventy percent (70%)* of the offenders that successfully complete the cognitive education group in FY2014, and are available to participate in a reassessment or discharge LSI-R, will lower their total LSI-R score by June 30, 2014

Target Date: 6-30-2014
Objective Met: ☐ Yes ☐ No ☒ Pending

Progress:

Target	1st Quarter	2nd Quarter	3rd Quarter	Year End
70%	NA	NA	NA	

Discussion / Current Activities: Not Applicable.

Challenges: See modifications section below.

Modifications: During a HB 2170 Core Implementation Team (CIT) meeting it was discussed that CSG would not be supporting the continuation of the cognitive education curriculum entitled "Courage to Change". As a result the Fourth Judicial District Community Corrections completed its current group and has temporarily suspended the group until decisions can be made regarding what curriculums will receive final approval.

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X	Year End	July 1st - June 30th

Outcomes

***Objective* #1:** Agency staff will finalize a policy and procedure that governs the development and utilization of an Individual Improvement Plan (IIP) to address individual shortfalls associated with the results of the agency's quality assurance programs (MI, LSI-R, Case Plan, Case File Maintenance) by March 30, 2014.

Target Date: 3-30-2014
Objective Met: ☒ Yes ☐ No ☐ Pending

Progress: The draft policy has been completed and the final policy was implemented during the fourth quarter of FY2014.

Discussion / Current Activities: The final policy was developed by the deadline date and the agency began using the IIP during the 4th quarter.

Challenges: The loss of the agency's Assistant Director and the promotion of an employee to the position of Assistant Director.

Modifications: There were no modifications in the 4th quarter.

Objective #2: The Fourth Judicial District Community Corrections will enter into an MOU with one or more Kansas Community Corrections agencies, whereby, the agency's MITI in-house assessor shall submit a minimum of two (2) completed MITI coding sheets for peer review by September 30, 2013

Target Date: 9-30-2013
Objective Met: ☒ Yes ☐ No ☐ Pending

Progress: The Fourth Judicial District Community Corrections entered into an MOU with the Fifth Judicial District Community Corrections and Riley County Community Corrections on 9-27-13. The MITI assessors are scheduled to meet on 5-15-14 in Manhattan for their first review.

Discussion / Current Activities: The in-house MI assessors met once during the fourth quarter to facilitate quality assurance activities related to the MI assessor program.

Challenges: Coordinating the meeting between three districts and four assessors.

Modifications: Because of the date in which the MOU was signed, there will only be one (1) scheduled quality assurance session in FY2014.

Objective #3: The Fourth Judicial District Community Corrections will fully develop and implement data collection procedures that will highlight increased termination data for cases terminated as successful, unsuccessful and revoked by September 30, 2013

Target Date: 9-30-2013
Objective Met: ☒ Yes ☐ No ☐ Pending

Progress: The database was developed in the fourth quarter of FY2013 and fully implemented during the first quarter of FY2014.

Discussion / Current Activities: Agency staff meets on a monthly basis to close out cases that were terminated the previous month. This creates an opportunity to collect additional data regarding case closures that will assist in further defining the various termination types.

Challenges: There were no challenges during the 4th quarter.

Modifications: The agency plans to make some modifications to the collection process prior to FY15 beginning.

Objective #4: The Fourth Judicial District Community Corrections shall achieve and maintain a supervision success rate of at least 75% in FY2014 or improve such rate by at least 3% from the previous fiscal year (per K.S.A. 75-52,112)

Target Date: 6-30-2013
Objective Met: ☒ Yes ☐ No ☐ Pending

Progress:

Target	1st Quarter	2nd Quarter	3rd Quarter	Year End
75%	78%	76%	71%	75%

Discussion / Current Activities: Year-End - of the one hundred twenty-nine (129) offenders released during 2014, ninety-seven (97) or 75.2% were successfully released from probation.

Challenges: The number of conditional violations increased in FY2014, which contributed to a decreased percentage of successful completions.

Modifications: There were no modifications during the 4th quarter.

Objective #5: Agency staff shall obtain / maintain a quality assurance score of 3.5 or higher regarding their ability to incorporate motivational interviewing skills and techniques into their daily activities by June 30, 2014

Target Date: 6-30-2014
Objective Met: ☐ Yes ☐ No ☒ Pending

Progress:

Target	1st Quarter	2nd Quarter	3rd Quarter	Year End
3.50	NA	4.06	NA	4.06

Discussion / Current Activities: There were no activities during the 3rd quarter.

Challenges: The loss of the agency's Assistant Director has slowed QA activities and the focus of the 4th quarter was the in-house MITI assessor participating in assessor QA activities with two other judicial districts. The meeting between the MITI assessors was completed on May 15, 2014.

Modifications: There were no modifications during the 4th quarter.

Objective #6: Agency staff shall obtain / maintain a quality assurance score of 90% or higher regarding their ability to accurately administer the LSI-R on or before June 30, 2014

Target Date: 6-30-2014
Objective Met: ☒ Yes ☐ No ☐ Pending

Progress:

Target	1st Quarter	2nd Quarter	3rd Quarter	Year End
90%	NA	NA	NA	90%

Discussion / Current Activities: The agency conducted a group LSIR QA assessment in the 4th quarter and the rate of accuracy among agency staff was 90.4%.

Challenges: The loss of the agency's Assistant Director slowed QA activities. The position was filled in April 2014. The exercise proved helpful, as two staff members did not score well in the group assessment.

Modifications: There were no modifications in the 4th quarter.

Objective #7: Agency staff shall obtain / maintain a quality assurance score of 3.6 or higher regarding their ability to accurately develop offender case plans on or before June 30, 2014

Target Date: 6-30-2014
Objective Met: ☐ Yes ☒ No ☐ Pending

Progress:

Target	1st Quarter	2nd Quarter	3rd Quarter	Year End
3.6	NA	2.81	NA	2.95

Discussion / Current Activities: The agency's 2nd quarter results equaled 2.81 and its 4th quarter results equaled 3.42, which demonstrate progress, but the year-end average was 2.95.

Challenges: The loss of the agency's Assistant Director has slowed QA activities. The position was filled in April 2014 and 4th quarter activities are underway.

Modifications: The agency will continue with QA activities, coaching and IIP's to addre4ss shortfalls for this outcome.

Objective #8: *Seventy percent (70%)* of the offenders that successfully complete the cognitive education group in FY2014, and are available to participate in a reassessment or discharge LSI-R, will lower their total LSI-R score by June 30, 2014

Target Date: 6-30-2014
Objective Met: ☐ Yes ☐ No ☒ Pending

Progress:

Target	1st Quarter	2nd Quarter	3rd Quarter	Year End
70%	NA	NA	NA	NA

Discussion / Current Activities: Not Applicable.

Challenges: See modifications section below.

Modifications: During a HB 2170 Core Implementation Team (CIT) meeting it was discussed that CSG would not be supporting the continuation of the cognitive education curriculum entitled "Courage to Change". As a result the Fourth Judicial District Community Corrections completed its current group and has temporarily suspended the group until decisions can be made regarding what curriculums will receive final approval.