

SRR Implementation Work Plan

Strategy	Major Tasks	Owner	Timeline for Implementation	Allowable Uses of Funds	Facilities/Field Offices/Other Agencies/Locations impacted
A. Develop a comprehensive and sustainable EPICS program within the Department of Corrections (EPICS STRATEGY)	<ol style="list-style-type: none"> 1. Hold EPICS Training for Trainers Sessions 2. Hold Initial EPICS 3 day training 3. Hold EPICS trainings for Supervisors 4. Code tapes and provide feedback 5. Certify local trainers 6. Provide coaching sessions 7. Provide booster sessions 8. Teach EPICS module at Corrections Academy 	DOC Casework Director	Year 1 (Jan 2015) Year 1 (Feb/March 2015) Year 1 (March 2015) Year 1-3 Year 1 Year 1-3 Year 1-3 Year 3+	1. Staff training on evidence based programs and practices, including booster trainings and on-going coaching.	All 7 Vermont Facilities and 11 Field Offices will be impacted
B. Review and update all policies and directives related to risk tools, case planning, sanctions and incentives, classification and, community supervision. (POLICY STRATEGY)	<ol style="list-style-type: none"> 1. Hire Policy Staff 2. Organize cross- agency department team 3. Assess current state of policies and directives 4. Prioritize policies and directives for review/update 5. Determine need for new policies and directives 6. Write/ Release policies and directive 7. Train staff impacted by the policies and directives 8. Establish monitoring/quality assurance procedures 9. Formalize new policy process for sustainability 	DOC DOC Agency Team Agency Team Agency Team Policy Staff Policy Staff Policy Staff DOC	Year 1 Year 1 Year 2 Year 2 Year 2 Year 2-3 Year 2-3 Year 2-3 Year 2-3	1. Staff and/or Consultants 2. Analyze and implement changes to policies and practices that guide community supervision conditions	1. All 7 Vermont Facilities and 11 Field Offices will be impacted 2. Other AHS Departments could be impacted: Department for Children and Families, Department of Health; Department of Aging and Independent Living; Department of Mental Health 3. Contracted community providers. 4. Community Justice Centers
C. Develop a robust training and development system for state agencies and community providers. (TRAINING STRATEGY)	<ol style="list-style-type: none"> 1. Hire Organizational Development Staff 2. Organize Training Team of Task Force 3. Assess current training needs of Agency of Human Services Staff and community partners as they relate to working with individuals involved in the criminal justice system 4. Issue RFP for e-learning module 5. Establish and deliver curriculum to staff (based on Core Correctional Practice and ATTC program) 6. Establish and deliver curriculum the increase skills and ability to work with mental health and developmentally disabled population 7. Develop E-Learning Content as appropriate 	DOC DOC Training Team DOC DOC Training Team Training Team DOC/Training Team/AHS	Year 1 Year 1 Year 1 Year 1 Year 1 -2 Year 2-3 Year 2-3	1. Staff training on evidence based programs and practices, including booster trainings and on-going coaching. 2. Staff and/or consultants	1. All 7 Vermont Facilities and 11 Field Offices will be impacted 2. Other AHS Departments could be impacted: Department for Children and Families, Department of Health; Department of Aging and Independent Living; Department of Mental Health 3. Contracted community providers 4. Community Justice Centers.

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D. Increase the quality assurance/implementation fidelity of risk reduction programs. (QUALITY ASSURANCE STRATEGY)	<ol style="list-style-type: none"> 1. Train DOC staff and contractors to use the Correctional Program Checklist 2. Administer the Correctional Program Checklist on risk reduction programs 3. Develop improvement plans based on results 4. Monitor 5. Develop schedule for conducting CPC on regular basis 	<p>DOC DOC/Contractors</p> <p>DOC</p> <p>Program Services Dir.</p>	<p>Year 1 -2 Year 2-3</p> <p>Year 2-3 Ongoing Year 2,3+</p>	1. Implementation of quality assurance tools.	<ol style="list-style-type: none"> 1. Contracted community providers that deliver risk reduction programs. 2. Contracted Risk Reduction Coordinators 3. DOC Program Staff
E. Create data sharing process to support integrated case management (DATA/INTEGRATED CASE MANAGEMENT STRATEGY)	<ol style="list-style-type: none"> 1. Contract with consultant to facilitate process 2. Establish Data Sharing Team and Phase 1 project team 3. Develop shared goals for project 4. Identify common clients, interests and mutual benefits 5. Review data needs for each stakeholder 6. Remove confidentiality and other barriers needed to share data 7. Develop MOU's for data sharing 8. Design the process for data sharing/ IT need 9. RFP for IT Solution (if needed) 10. Implement process in Phase 1 region (Eastern State) 11. Review implementation and modify for statewide effort 13. Implement strategy statewide 	<p>DOC</p> <p>DOC</p> <p>Team</p> <p>Team</p> <p>Team</p> <p>Team</p> <p>Team</p> <p>Team</p> <p>Team</p> <p>DOC</p> <p>Team</p> <p>Team/Task Force</p>	<p>Year 1</p> <p>Year 2</p> <p>Year 2</p> <p>Year 3</p>	<p>1. Provide sustained case planning/management from prison to community</p> <p>2. Data Collection and Information Sharing</p> <p>3. Staff and/or consultants</p>	<ol style="list-style-type: none"> 1. All 7 Vermont Facilities and 11 Field Offices will be impacted 2. Other AHS Departments could be impacted: Department for Children and Families, Department of Health; Department of Aging and Independent Living; Department of Mental Health 3. Contracted community providers. 4. Community Justice Centers
F. Validate and norm the ORAS for the Vermont offender population. (ORAS STRATEGY)	<ol style="list-style-type: none"> 1. Complete ORAS training for DOC staff 2. Begin scoring ORAS and storing data 3. Contract for validation study 4. Conduct validation study 5. Implement changes as necessary 	<p>DOC</p> <p>DOC</p> <p>DOC</p> <p>UCCI</p> <p>DOC</p>	<p>Year 1</p> <p>Year 1</p> <p>Year 1-2</p> <p>Year 3</p> <p>Year 3+</p>	1. Use actuarial- based assessment instruments for reentry planning; Conduct a validation study	1. All Vermont Facility and Field staff who complete risk assessments will be impacted.
G. Provide subgrants to local partners for civil legal aid	<ol style="list-style-type: none"> 1. Develop and release RFP 2. Select Sub-grantees 3. Complete grant paperwork 4. Issue funds 5. Monitor programs 6. Evaluate results 	<p>DOC</p> <p>DOC</p> <p>DOC</p> <p>DOC</p> <p>DOC</p> <p>DOC</p>	<p>Year 1</p> <p>Year 1</p> <p>Year 1</p> <p>Year 1</p> <p>Year 2-3</p> <p>Year 3</p>	1. Resources for Civil Legal Aid	1. Offenders in the target population
H. Communicate recidivism reduction efforts throughout Vermont	<ol style="list-style-type: none"> 1. Announce award through press conference 2. Present implementation plans at interactive Town Hall Meeting and other stakeholder meetings 3. Meet with press to generate interest 4. Develop communication materials such as brochures, web page 5. Prepare content for publication in stakeholder communication outlets 6. Conduct on-going communication 	<p>DOC</p> <p>DOC</p> <p>DOC/Task Force</p> <p>DOC/Task Force</p> <p>DOC</p> <p>DOC/Task Force</p>	<p>Year 1</p> <p>Year 1</p> <p>Year 1</p> <p>Year 1</p> <p>Year 1</p> <p>Year 1-3</p>		1. Statewide effort to reach stakeholders, families and residents of Vermont