



State of Indiana
Indiana Department of Correction

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**POLICY AND ADMINISTRATIVE
PROCEDURE**
Manual of Policies and Procedures

Title
COMMUNITY CORRECTIONS AND HEA 1006 GRANT FUNDING

Legal References (includes but is not limited to)	Related Policies/Procedures (includes but is not limited to)	Other References (includes but is not limited to)
IC 11-8-2-5 IC 11-10-8-1 IC 5-14-6 HEA 1006	02-02-101 02-02-102 02-02-103 02-02-104	

I. PURPOSE:

The purpose of this policy and administrative procedure is to establish the development and delivery of services for community-based supervision programs in the local county jurisdictions.

II. POLICY STATEMENT:

The diversion of offenders from incarceration to alternative community supervision requires attention to evidence-based services (i.e., cognitive behavioral programs, mental health treatment, addictions treatment, positive social support systems, and enhanced intrinsic motivation) balanced against maintaining an appropriate level of supervision necessary to maintain public safety.

Community Corrections Programs, Probation Departments, Prosecutor’s Diversion Programs, and Court Recidivism Reduction Programs provide a variety of opportunities and case management services that will successfully link eligible offenders to available resources within the communities.

The community supervision process utilizes a case management approach to meet the needs of the offenders and to support their success in the community. Case management coordinates and facilitates the offender’s access to a variety of local resources, including employers, medical services, mental health or substance abuse treatment providers, family services, and faith-based organizations.

Alternative community supervision placements provide for a seamless delivery of supervision and care by collaborating with one another to reduce duplication in services and resources.

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III. DEFINITIONS:

For the purpose of this policy and administrative procedure, the following definitions are presented:

- A. **COMMUNITY CORRECTIONS:** A community-based agency designated to provide care and custody to offenders, who are court ordered to serve a designated sentence either through direct placement or as a violation of probation.
- B. **COURT RECIDIVISM REDUCTION PROGRAMS:** Specialized court programs addressing specific needs (i.e. Re-entry, Veterans, Mental Health, Substance Abuse, etc.) of offenders to reduce the return to the legal system.
- C. **DEPARTMENT:** The Indiana Department of Correction.
- D. **PROBATION DEPARTMENT:** A community-based agency governed by the judicial branch, which provides diversionary placement of offenders to appropriate noncriminal alternatives.
- E. **PROSECUTOR'S DIVERSION PROGRAMS:** Pre-trial diversion programs provided to eligible person in order to avoid having a criminal conviction on his/her record.

IV. GRANT FUNDING:

A. Purpose

To provide funding to eligible county level jurisdictions for the purpose of serving all moderate and high risk felony offenders in alternative sentencing placement and to provide evidence-based services and supervision in a collaborative manner. Priority is given to those alternative sentences for individuals with mental illness, addictive disorders, intellectual disabilities, developmental disabilities, and Autism Spectrum Disorder.

B. Target Population

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This grant funding targets all felony offenders scoring moderate or high risk on the Indiana Risk Assessment System (IRAS) who are being served by community corrections, probation, prosecutor's diversion, or court recidivism reduction programs.

C. Program Targets

The majority of services and programs shall be evidence-based with emphasis on cognitive behavioral issues, addictive disorders, mental illness, intellectual disabilities, and developmental disabilities.

D. Funding Eligibility

Counties may submit applications for State financial aid for the following:

1. Community Corrections program components and services that were in operation prior to July 1, 2015 and their expansion programs that are compliant with evidence-based practices. These adult services include, but are not limited to the following Levels of Supervision:
 - a. Residential/Work Release programs;
 - b. Home Detention/Electronic Monitoring programs;
 - c. Day Reporting programs;
 - d. Problem Solving Courts; and,
 - e. Forensic Diversion programs.
2. New Probation Officers' salaries and existing salaries for those positions hired after November 11, 2015 for the purpose of diverting the target population from the Department, while adhering to evidence-based programs.
3. Prosecutors' Diversion programs utilizing evidence-based programs and services.
4. Court Recidivism Reduction programs, which are evidence-based.

E. Funding Guidelines

1. Programs receiving State grant funding must deliver evidence-based services and supervision in a manner consistent with the

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Principles of Effective Interventions published by the National Institute of Corrections (available on the internet here:

<http://nicic.gov/ThePrinciplesofEffectiveInterventions>).

2. Programs receiving grant funding must ensure services and supervision are being delivered to the target population. Grant funds may supplement, but shall not supplant existing county programs and/or services currently funded through county funds.
3. Programs receiving State grant funding shall support an evidence-based practices organization as described in *Mark Carey's Building and Sustaining an EBP Organization* (available on the internet here:

<http://www.thecareygroupinc.com/documents/Checklist%20Building%20and%20Sustaining%20an%20EBP%20Organization.pdf>).

4. Programs receiving State grant funding shall collect and maintain required data for documentary evidence, as required by the Department, for compliance with Community Corrections plan, contract, and agency's quality assurance policy. Agencies shall be required to submit data in a specified format by specific deadline dates.
5. Programs must collect specific data as stated in House Enrolled Act 1006 and submit the report in an electronic format under Indiana Code 5-14-6 to the Justice Reinvestment Advisory Council for the purposes of an annual report. This data includes:
 - a. The recidivism rate of person participating in the program or treatment plan, including the recidivism rate (when available) while participating in the program or treatment plan:
 1. within six (6) months of completing the program or treatment plan;
 2. within one (1) year of completing the program or treatment plan; and,
 3. within two (2) years of completing the program or treatment plan.

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- b. The overall success and failure rate of a program and treatment plan and the measures used to determine the overall success and failure rate;
- c. The number of persons who complete or fail to complete a program or treatment plan, and, for persons who do not complete the plan, the reason for non-completion, if available;
- d. The number of persons participating in the program or treatment plan and the duration of their participation;
- e. The number and percentage of person able to obtain employment after participating in the plan, the type of employment obtained, the length of time required to obtain employment, and, when available, the number of persons still employed after six (6) months and after one (1) year; and,
- f. Other information relevant to the operation of the program or treatment plan.

F. Ineligible Funding Requests

The Department will not disperse funding for the following:

1. Any correctional program in existence, other than Community Corrections programs in operation prior to July 1, 2015, which is currently funded through another source. There shall be no supplanting of existing correctional programs;
2. New or additional juvenile programs;
3. Community Service/Community Restitution programs;
4. Community Work Crews;
5. Jail-based programs;
6. New construction or building renovations.

G. Grant Application Process

1. The county's Community Corrections Advisory Board shall complete the application in the format provided and submit, along with any required documentation the Department's Community

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Corrections Division, by the due date. Late applications may not be considered.

2. The applications and funding requests shall be presented to the Justice Reinvestment Advisory Council for review and recommendations.
3. The applications and funding requests shall be presented to the Commissioner for final approval.
4. Once approved for funding the county shall enter into an agreement, via a written contract with the State, to provide supervision and services, which are evidence-based, to offenders serving an alternative sentence in the community.
5. Funding shall be distributed to the county on the State’s fiscal year schedule, July 1 through June 30.

V. APPLICABILITY:

This policy and administrative procedure is applicable to all county Community Corrections programs, probations departments, prosecutors’ diversion programs, and court recidivism reduction programs seeking to obtain grants for the operation of the programs.

signature on file
Bruce Lemmon, Commissioner

Date

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