

**RE: August 2010 Progress Report**

**Project Description:** CRP is a community-based initiative supported by the City and County of Denver & The Mile High Council on Substance Abuse & Mental Health to assist with the successful transition of incarcerated persons back into the community. The project works with individuals and their families to build healthy relationships, employment, and educational opportunities.

This is accomplished through case management services and programs in the jail and in the community, including:

- **Career Development Assistance:** job readiness, individualized career coaching, job placement
- **Workshops:** Healthy Living, Cognitive Behavior Skills Training, GED preparation
- **Vouchers:** clothing, emergency shelter, ID & birth certificate replacement, clothing
- **Relapse Prevention Services:** Limited drug and alcohol classes & UA/BA testing
- **Transportation Assistance:** bus tokens and bus passes
- **Assessments:** Level of Supervision Inventory (LSI), job skills, treatment readiness

**1. Staffing:**

- a) There are 7 staff members, including one part-time staff member. The positions include:
- i. Director Lisa Calderon
  - ii. Office Manager Ben Reyes (Spanish bi-lingual)
  - iii. 2 Case Managers Angela Hardin & Dolores Andrade-Mejias (Spanish bi-lingual)
  - iv. Career Development Coord: Debra Lodge
  - v. Career Coach Karon Hatchet (part-time)
  - vi. Program Clinician Randy Craven
- b) **Vacation(s):**
- i. Lola Andrade-Mejias August 2nd-10th = 56 hours
  - ii. Ben Reyes August 6th - 10<sup>th</sup> = 16 hours
  - iii. Lisa Calderon August 9<sup>th</sup> = 8 hours
- c) **Interns & Volunteers**
- i. A temporary administrative assistant placed by the Denver Indian Center Native Workforce Program using On the Job Training completed her service.
  - ii. One new intern who was interviewed and screened this month. She will begin interning on Thursdays and Fridays all day starting on September 2<sup>nd</sup>.
  - iii. More specific procedures and protocols and job descriptions are being developed.

**2. Accomplishments/Highlights**

Unduplicated	July	August	September	Q3	YTD
<b>Total Jail Intakes</b>	<b>33</b>	<b>24</b>	<b>22</b>	<b>79</b>	<b>271</b>
<b>Total New Clients</b>	<b>13</b>	<b>19</b>	<b>13</b>	<b>45</b>	<b>149</b>
<b>Total Continuing Clients</b>	<b>46</b>	<b>60</b>	<b>63</b>	<b>169</b>	<b>404</b>
<b>Total New &amp; Continuing Clients</b>	<b>59</b>	<b>79</b>	<b>76</b>	<b>214</b>	<b>553</b>

- a) Ongoing: These interactions include phone calls and follow-up advocacy with probation officers, treatment providers, housing resources, and others to aid clients in reaching their goals of self sufficiency and sobriety.

### 3. Challenges

- a) About half of the new clients did not show for their intake appointments. The difference between this month and last was that previously interns were able to see walk-in clients and complete their intakes on the same day. Now that interns have completed their summer semester, new intakes have to be scheduled farther out. As a result, the staff are committed to ensuring that clients still have intakes completed the same day clients walk-in and request services. The Office Manager will now initiate the new client intake if no other staff person is available. New clients will be admitted into employment classes that same week and not wait until they complete a pre-employment assessment. Having interns available to help with intakes has proven to be a great asset to the program.
- b) It remains quite challenging to obtain housing assistance for clients with mental health issues who are unable to work and support themselves, but do not qualify for SSDI benefits. More resources are needed to provide safe housing options to this population.

### 4. Administrative Update –

#### a) Policies and Procedures –

- a. **Administrative Department created:** Office Manager attended the first meeting/retreat for The Council’s newly created Administrative Department headed by Ted Trujillo, Director of Administration. This department financially manages the Council’s 4 new divisions: Behavioral Health Services, LGBTQ Services, Reentry Services and Housing and Homeless Services.
- b. **CBI background checks:** Set up a payment account with the CO Bureau of Investigation Internet Criminal History Check for clients to review their arrest records for accuracy to address issues that could prevent them from being hired. This process is used on a limited basis and requires the Director’s approval for the \$6.85 cost.
- c. **CRP Orientation** – Revised the orientation outline to continue to meet the needs of the client and the program. The Client Rights and Responsibilities form was also updated to make it more user friendly for clients. Orientation averages of 4 – 6 new clients per week.

#### b) Equipment maintenance –

- a. Implemented a weekly cleaning routine of the computer files in the computer lab using the Disk Clean up Tool already installed in the computers. However, the donated computers are old and will likely need replacement soon.

#### c) Information & Referral –

- a. 28 men and 8 women were provided a total of 1728 tokens for a total of 216 bus trips.
- b. 8 men and 6 women who did not qualify for CRP services were provided resources from Colorado Criminal Justice Reform Coalition’s website: <http://www.ccjrc.org/resources.shtml>

### 5. Reoccurring Meetings

1. TJC Program Content Committee, 3<sup>rd</sup> Tuesdays 9:30-11:30 at CRP – Lisa Calderon & Randy Craven
2. TJC bi-weekly phone conferences Urban Institute and the National Institute of Corrections 12-1pm - Lisa
3. TJC Data & Evaluation (merged with Program Content Cmte) - Ben Reyes and Angela Hardin
4. TJC Screening and Assessment, Denver County Jail - Angela
5. CPCC Community Reentry Committee – 1<sup>st</sup> Fridays of the month 11-1pm (rotating locations) – Lisa & Lola
6. CPCC Community Reentry Cmte – Women’s Subcmte – 3<sup>rd</sup> Monday of the month 3-4:30pm at DCJ - Lisa
7. CPCC Racial & Gender Disparities Committee – 2<sup>nd</sup> Wednesday of the Month 3:30pm (Dist 3 substation) Lisa
8. CPCC Leadership Committee – 2<sup>nd</sup> Wednesday of the month 1:30pm (rotating locations) - Lisa
9. CPCC General Meeting - 3<sup>rd</sup> Wednesday of the month 3-5pm at DPD Admin. Building downtown - Lisa
10. CRP Weekly staff meetings Wednesdays 1-3pm at CRP – All Staff
11. CRP Individual bi-weekly supervision meetings at CRP (various times) – All Staff
12. CRP Weekly Case Reviews Wednesday s - 1:30pm-3:30 – All Staff
  - i. Julie Bellum, Clinical Director for the Council meets monthly with the CRP staff to consult on client cases involving substance abuse. Julie discussed and provided CRP staff a handout on “Stages of Change” for clients with substance abuse issues.
13. The Council’s Directors Team Meeting – Lisa
14. The Council’s Integration Committee – No meeting in August

**6. Community Outreach Initiatives**

- a) **Probation:** CRP staff representatives met with Deanna Maes, Probation Officer Supervisor to discuss CRP services and collaboration opportunities. The history and transformation of CRP was discussed which helped to resolve some historical service delivery issues under CRP’s former structure. Ms. Maes also clarified which situations Probation could pay for services with their limited funds. She also expressed her department’s willingness to work with our program cooperatively to increase client success. Further, Ms. Maes invited CRP staff to contact her directly with any unresolved questions or concerns.
  
- b) **Employers:** Debra Lodge, CRP’s Career Development Coordinator has been coordinating a Northeast Denver Employer Breakfast at the Denver Museum of Nature & Science. The planning committee includes Nancy Rider, Denver Road Home – Employment Sub-Committee, Terrance Roberts, The Prodigal Son Initiative, Val Hunt, The Empowerment Program and Michelle Stinnett, CRP Intern. The planning committee will meet every Friday from 2 pm to 4 pm at CRP as needed until the day of the event. The breakfast was originally scheduled in October, but had to be moved back until November in order to develop a Northeast Denver employer database.

**7. Ongoing Community Collaborators and Referrals:**

<ol style="list-style-type: none"> <li>1. Alliance for Sustainable Colorado</li> <li>2. Arapahoe County Workforce Center</li> <li>3. Bayaud Industries</li> <li>4. Blackfeet Lighting &amp; Electrical Technologies</li> <li>5. Blue &amp; Yellow Logic</li> <li>6. CADREC</li> <li>7. CDOC Community Reentry Program</li> <li>8. Center for Work Education &amp; Employment (CWEE)</li> <li>9. Colorado Bright Beginnings</li> <li>10. Community College of Denver</li> <li>11. The Council on Substance Abuse &amp; MH</li> <li>12. Delores Project</li> <li>13. Denver Electrical JATC</li> <li>14. Denver Green Jobs Initiative Training Program</li> <li>15. Denver Indian Center – Native Workforce</li> <li>16. Denver Inner City Parish</li> <li>17. Denver Office of Economic Development</li> <li>18. Denver Rescue Mission</li> <li>19. Denver’s Road Home – Employment Sub-Committee</li> <li>20. Denver Urban Ministries (DenUM)</li> <li>21. Denver Works –Bridges to Employment Cmte</li> <li>22. Denver Works Clothing Closet</li> <li>23. Department of Corrections, Community Reentry Program</li> <li>24. Department of Labor Women’s Bureau</li> <li>25. Dress for Less Clothiers</li> <li>26. Division of Vocational Rehabilitation</li> <li>27. Empowerment</li> <li>28. Father Woody’s Haven of Hope</li> <li>29. Front Range Energy Coalition, SESPG</li> <li>30. Green Construction Apprenticeship Program</li> </ol>	<ol style="list-style-type: none"> <li>31. Green Careers for Coloradans</li> <li>32. Green Jobs Pipeline for Women</li> <li>33. Green Job Outsourcing Brokers</li> <li>34. Groundwork Denver</li> <li>35. Inner City Parish</li> <li>36. iCAST</li> <li>37. Jefferson County Workforce Center</li> <li>38. Labor’s Community Agency, Inc</li> <li>39. Mental Health Center of Denver (MHCD)</li> <li>40. Mi Casa Resource Center</li> <li>41. New Genesis</li> <li>42. Northeast Denver Targeted Jobs Initiative Committee</li> <li>43. The Prodigal Son</li> <li>44. Project Homeless Connect</li> <li>45. Projects With Industry</li> <li>46. Quintas Renewable Energy Training Program</li> <li>47. Red Rocks Community College</li> <li>48. Rocky Mountain Education Center</li> <li>49. Servicios De La Raza</li> <li>50. SoGo Green LLC – The Green Light Solution</li> <li>51. Solar Energy International</li> <li>52. Succeed Employment Program</li> <li>53. Turnabout, Inc.</li> <li>54. USDOL-Women’s Bureau</li> <li>55. U.S. States Probation Office, Reentry Program</li> <li>56. Veterans Community Reintegration Program</li> <li>57. Veterans Homeless Reintegration and Employment Program</li> <li>58. Women’s Bean Project</li> <li>59. Workforce Centers</li> <li>60. Work Options for Women</li> </ol>
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8. **Life Skills/Reentry Readiness - Healthy Living Classes in the Denver County Jail (DCJ)**
- a. **Ongoing:** Our Healthy Living classes are taught on Mondays (2 classes for men) by Andrade-Mejias & Lisa Calderon; and on Tuesdays (1 class for women) by Angela Hardin.
  - b. **Ongoing:** We conduct 10 Healthy Relationships modules covering the following topics:
    - i. Healthy Attitudes
    - ii. Healthy Lifestyles
    - iii. Healthy Friendships
    - iv. Healthy Family
    - v. Healthy Parenting
    - vi. Healthy Relationships with Intimate Partners
    - vii. Relationships with Intimate Partners Part II – Domestic Violence
    - viii. Healthy Living – Tobacco Education Part I
    - ix. Healthy Living – Tobacco Education Part II
    - x. Money Math

9. **Denver County Jail - Life Skills Collaboration**

- a. **Ongoing:** We are continuing to meet with inmates 1:1's at the jail on Mondays for men and Tuesday's for women. We meet with them 1-2 weeks prior to their release dates. Meetings include completing a brief intake to assess immediate needs upon release and to answer questions about CRP services.
- b. **Ongoing:** Communicate via email, phone, and regular meetings with the Life Skills team at DCJ to ensure transition of client information and compliance with jail policies and procedures.
- c. **Attendance:** Jail class attendance for CRP classes has begun to rise, so hopefully it will continue.
- d. **Evaluations:** Inmates continue to write positive evaluations about the Healthy Living classes and like the variety of topics covered. Participants discuss the content of the curriculum on Mondays in Healthy Living part I, then view and discuss a related movie on Thursday during part II. For example, Module 2, Healthy Lifestyles explores healthy eating habits. Later that week, participants watched and discussed *Food Inc.* about the impact of fattening processed food on their bodies and the environment. These discussions have raised awareness about diabetes, childhood and adult obesity, and more humane treatment of animals.

10. **Career Development -**

- a. **Ongoing: Track I - Career & Career Readiness Workshop** held every Friday.
  - i. **Class facilitators and locations:**
    - a. Debra Lodge, Career Development Coordinator, and part-time Career Coach, Karon Hatchett teaches classes at the CRP using the DOC pre-release curriculum. Karon also conducts classes for two of The Council's programs: Miracles and Comitis.
  - ii. **Class topics:**
    - a. Mock interviews, professional dress, workplace ethics, job retention strategies, positive attitude, team work, attendance, time management, communication, interpersonal skills, customer service, career exploration and planning
    - b. Work Opportunity Tax Credit, Federal Bonding, Wage Subsidy programs, WIA eligibility and Work Keys/Key Train
  - iii. **One-on-one instruction includes:**
    - a. Job application preparation
      - i. master application, cover letter, resume, references lists, letter of explanation
    - b. Basic computer instruction
      - ii. creating email accounts, registering with Connecting Colorado, completing on-line applications, uploading cover letters and resumes, and utilizing the Occupational Information Network (O'Net online).
  - iv. **Pre-employment Assessments and referrals**
    - a. Each CRP client is assessed for their interests, skills and work abilities.
    - b. Clients with disabilities are referred to programs such as Vocational Rehabilitation, Bayaud Enterprises and MHCD for more in-depth assessments and supportive services
  - v. **Attendance numbers**
    - a. CRP - Career Readiness Workshop Enrollments: **20** (5 female & 15 male)
    - b. COMITIS - Career Readiness Workshop Enrollments: **9** (All female)
    - c. MIRACLES - Career Readiness Workshop Enrollments: **24** (All female)

- b. **Ongoing: Career Development: Track II – Job Search (Ongoing 1:1 Individualized Services)**
- i. Clients receive one-on-one assistance as well as independent access within the CRP Job Search Room for the following:
    - a. Computer and phone access
    - b. Job board postings
    - c. Job fair announcements
    - d. Training resources
    - e. Job assistance services brochures
    - f. Job Referrals and Leads
  - ii. **Attendance Numbers** - Ongoing Job Search Participants (30)
- c. **Ongoing: Career Search Support Group**
2. **Purpose:** Provide support to Community Reentry Project clients as they navigate the job search process. In a group context, there are opportunities for support and meaningful exchange with others enabling them interact with others facing similar experiences.
  3. **Goal:**
    - a. Develop communication and other skills needed to gain relevant info related to their careers of interest
    - b. Receive feedback and guidance regarding completed applications, interviews and resumes submitted
    - c. Provide support in an effort to maintain a healthy self esteem, confidence level, avoid discouragement and remain focused
  - d. **Initiatives:** Karon Hatchett coordinated “Sisters Circle” a women’s mentoring program. This month six women (and their children) from Comitis traveled in a van to Mi casa Resource Center for a presentation on green jobs training programs for women. The presentation featured an upcoming “Habitat for Humanity” women’s build project, designed exclusively for women participants. The presentation exposed the women to non-traditional professions in the construction industry.

11. **Staff training** – None this month

## 12. Case management Services

- a. **Ongoing:** Conducted intakes and on-going case management for active clients in the form of regularly scheduled appointments, follow-up calls, and advocacy with probation officers, treatment providers, housing resources, and others to aid clients in reaching their goals of self sufficiency. CRP distributes hygiene kits and toilet paper for homeless client housed at New Genesis.
- b. **Ongoing:** Conduct weekly case reviews among case managers and clinical program. Julie Bellum, Director of Clinical Services at The Council meets with CRP staff once a month for clinical support.

## 13. Case Studies

- a. Ms. R. has been a client since May 2008. She has been arrested for recidivating twice since being in the program and has reported a history of both victimization and perpetration of violence. CRP staff attempted to refer her to Irving Street Women’s Residence but she was denied due to her history of violence. She has struggled with maintaining sobriety and healthy relationships. Throughout her time in the program she has hesitated to seek treatment for her alcoholism and drug use. Her last charge was for possession and she was considering jail or prison time over probation and treatment. She did not contact us or respond to follow-up calls her for several weeks. This month she returned to the program, reporting that she was now on probation and her probation officer was agreeable to her continuing with CRP’s Thinking for a Change group and individual clinical sessions while awaiting the results of her substance abuse evaluation. She also enrolled in the Work Options for Women program. She has made all of her appointments with CRP staff as well as her PO and has excelled in the WOW program, getting great progress reports from the instructors. Although she continues to struggle with alcoholism, she is showing great efforts to comply with probation.
- b. Mr. J is in his mid twenties and is an ex-gang member whose family has been drug involved all of his life. His last charge was for domestic violence. He came to CRP for services immediately upon release from the DCJ. He is attending school to become a paralegal. Upon release he was initially staying at New Genesis for about a month, but now lives with a friend. He attends weekly CRP classes & casemanagement appointments. He continues to look for work, reports to his probation officer as scheduled, and regularly attends his domestic violence education classes. He is on track to graduate in December 2010 as a paralegal.

**Quantitative Outcomes** – see attached spreadsheet

Manager of Safety's Office  
Attn: Regina Huerter  
1331Cherokee Street Room 302  
Denver, CO 80204

The Urban Institute  
Justice Policy Center

Date: September 6, 2010

Dear Ms. Huerter,

RE: **August 2010** Invoice and Progress Report

**Project Description:** The CRP clinical treatment program provides professional services related to mental health and drug and alcohol treatment for Denver's reentry population. The Mile High Council on Substance Abuse and Mental Health (The Council) serves as the primary agency to facilitate fiscal and administrative grant management tasks and is implementing services according to expertise, client needs, and at the discretion of the Crime Prevention and Control Commission. The Council has significant experience in working with individuals presenting substance abuse and mental health problems that also have involvement with the criminal justice system. This progress report lists the activities and accomplishments of our agency and personnel that have met the obligations of our services. The following reentry activities provide a summation of our services that show our careful aim to provide quality and coordinated treatment services to misdemeanor offenders transitioning into the community.

Progress Report for the following month: **August 2010**

#### **Activity Update Report**

1. Participated in bi-weekly supervision meetings with direct supervisor and Clinical Director at the Council to discuss and review various aspects of our treatment services that include: documentation, individual client review, group classes & curriculum, referral process, program structure, attendance, time management & scheduling, etc.
2. Developed lesson plans for the on-going implementation of CBT classes and relapse prevention classes.
3. Participate in weekly staff meetings at CRP.
4. Provided weekly case-review meetings with CRP staff members to assess the clinical needs and case management strategies for CRP clients.
5. Participated in weekly staff meetings at The Council to discuss policy updates, procedures, events, planning, clinical matters, progress benchmarks, etc.
6. Provided Cognitive Behavioral, Relapse Prevention and Brief Intervention treatment to CRP clients.
7. Provided crisis intervention services to CRP clients experiencing trauma, court hearings, legal concerns and drug & alcohol problems as needed.
8. Provided case management assistance to case managers and clients who present treatment problems beyond the scope of services provided at the re-entry center for more intensive Mental Health care.
9. Provided CBT classes for the women at Denver County Jail (every Thursday) totaling **(4)** classes in the month of **August**.
10. Provided CBT classes for the men at Denver County Jail (every Tuesday and Friday) totaling **(9)** classes in the month of **August**.
11. Collaborated with DCJ staff to prepare class lessons for clients taking CBT.
12. Prepared lesson plans and curriculum development for Relapse Prevention classes.
13. Communicated via email, phone and regular meetings with the Life Skills team at DCJ to ensure compliance with jail policies and procedures.
14. Attended Curriculum committee meeting and discussed curriculum changes for CBT classes.
15. Completed attendance data entry in the Omni Re-entry database for classes and clients.

**Quantitative Outcomes** - The following chart provides the class attendance and treatment session outcomes August

The Urban Institute  
Justice Policy Center

1. CRP/Community Re-entry Center	New Client Referrals	No Show	Clients Served
I. Brief Intervention/One-on-one's	7	8	28
<b>Monthly Increase or Decrease</b>	<b>+1</b>	<b>+3</b>	<b>+10</b>
<b>Monthly Total</b>	<b>7</b>	<b>8</b>	<b>28</b>

2. CRP/Community Re-entry Center	New Client Referrals	# of Classes	Clients Served
II. Cognitive Behavioral Class	2	4	14/+1
III. Relapse Prevention	3	4	11/-13
<b>Monthly Increase or Decrease</b>	<b>n/a</b>	<b>n/a</b>	<b>0</b>
<b>Monthly Total</b>	<b>5</b>	<b>8</b>	<b>25</b>

3. Life Skills Denver County Jail	New Client Referrals	# of Classes	Clients Served
I. Cognitive Behavioral Class (Men)	5	9	68/+33
II. Cognitive Behavioral Class (Women)	1	4/-1	29/+6
<b>Monthly Increase or Decrease</b>	<b>n/a</b>	<b>-1</b>	<b>+39</b>
<b>Monthly Total</b>	<b>6</b>	<b>14</b>	<b>97</b>

- **Number of clients referred to the program** - See the above table.
- **Number of clients enrolled** - n/a
- **Number of clients receiving Completion Certificates**
- Total Completions: **11**
- CBT – 8
- DCJ – 6
- CRP – 2
- Relapse Prevention – CRP – 2
- Brief Intervention – CRP – 1
- **Number of clients met with on a one-to one basis / number of sessions**
- The number of clients that received one-on-one sessions and LSI assessments averaged (4 to 7) clients per week. The above table shows (**28**) sessions for the month of **August** with (**8**) no shows. I also meet very briefly with a number of clients regarding case management services, crisis intervention, Mental Health placement and outpatient referrals.
- **Number of clients in group / number of sessions** - See above table
- **Number of clients enrolled in cognitive skill classes** - See above table
- **Number of clients completing cognitive skills classes** - See above table
- **Number of clients engaged in treatment readiness and level of readiness** - See above table for Brief Interventions or One-on-one treatment.
- **Amount of change in treatment** - n/a
- **Number of clients engaged in treatment** - See above table
- **Enter data as appropriate into the database** - All treatment notes and client contacts are entered into the Omni re-entry database on a weekly basis.

**Anecdotal stories/Issues and concerns** - We have a client named Shannon who we first came in contact with in the Denver County Jail. Shannon attended CBT regularly while he was in the County Jail and only recently came to CRP after he's been out of jail for nearly two months. He has attended three Brief Intervention sessions and has indicated that he ultimately decided to follow-through on coming to CRP because he knew that the CBT classes helped him "stay grounded" and that he realized that he needed help to put his employment and educations goals back on track. Shannon has attended is appointments consistently and he is working on developing an internal locus of control to fuel his achievement goals. He is also continuing to work on building his self-esteem in a way that explains his historical failures intelligently rather than condemn himself as a flawed and worthless human being. Shannon is making rapid progress as he is enrolled in GED classes and diligently working with our Career Development staff to establish a suitable career path.

**All categories above are part of the direct and in-direct costs you are being billed for**

Total invoice amount for the month of **August 2010** \$ \_\_\_\_\_

Sincerely,

Bob Dorshimer, Executive Director

Transition from Jail to Community Initiative  
www.jailtransition.com/toolkit

The Urban Institute  
Justice Policy Center