

# County of Santa Clara

## Probation Department

Juvenile Division  
840 Guadalupe Parkway  
San Jose, California 95110

Administrative Offices  
840 Guadalupe Parkway  
San Jose, California 95110



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Sheila E. Mitchell  
Chief Probation Officer

Date: May 19, 2011  
To: Juvenile Justice Coordinating Council  
From: Sheila Mitchell  
Chief Probation Officer  
Re: JJCPA Expenditure Plan

On April 26, 2011, "At the request of Supervisor Shirakawa, the Board directed Administration to report to the Board in June 2011 with an analysis and recommended modifications to Agreements relating to Juvenile Justice Crime Prevention Act funds to prevent the elimination of a Deputy Probation Officer position from the Restorative Justice Program (RJP) and the restoration of the contract for the RJP mentoring component."

Probation has revised the expenditure plan to restore mentoring services by further reducing the Multi-Agency Assessment Center and Aftercare. Dual Diagnosis Services have been moved out of Aftercare in JJCPA and will instead be provided by JABG as a new program in that grant. Finally, Probation's analysis to reduce the RJP probation officer is compelling and should be shared with the JJCC prior to engaging in further discussion about the restoration of this position.

The RJP redesign was implemented in October 2009 to more effectively target youth who should be served by the program. The redesign was based on Dr. Edward Latessa's "Risk Principle" and "Need Principle" (<http://www.the-slammer.org/carousel/cutting-recidivism-what-works-what-doesn%E2%80%99t>). These principles essentially tell us that the right youth should be targeted for the right services. They also tell us that placing very low level offenders into programs can disrupt their pro-social networks and actually cause harm. Prior to the redesign, in FY 2008, 57% of youth served by the Program were high and medium asset level youth. Therefore, the program was redesigned to serve low asset youth with supervision and services.

RJP consists of 12 probation officers to meet the needs of the youth. In the three years prior to the program redesign, in an average year, RJP probation officers served 661 youth with letters of reprimand, 762 youth were given verbal reprimands per year, and an average of 237 youth were supervised per year by each officer. With the redesigned program, between October 2009 and November 2010, the RJP officers sent letters to 3528 youth, 59% of those served by the RJP Program and an increase of 462% from prior years. 380 youth were served with oral reprimands and 1662 youth were actually supervised. While, in the three years leading up to

the redesign, the average probation officer supervised 237 youth annually, with the newly designed program, the probation officers will supervise 209 youth per year once the informal supervision (IS) cases are moved out of RJP once again, prior to the end of the fiscal year. Given this reduction of 336 youth to be supervised by probation officers, a deletion of a probation officer position in RJP is recommended. RJP will continue to have 11 probation officers to support the program.

Furthermore, Probation funds four positions in the Outcomes Team through JJCPA. These positions are also now entirely responsible for producing the annual evaluation of the Comprehensive Multi-Agency Juvenile Justice Plan. The Accountant position is one of only two Accountant positions in the department. Without this position, it would be difficult to properly track, reconcile, develop, submit, and resolve grant claims and draw down revenues from the State. Similarly, there is only one Information Systems Analyst funded who is responsible for extracting, validating, scrubbing, and preparing all data reports needed for the analysis of programs. This is one of only four ISA positions budgeted in the department. The Management Analyst and Associate Management Analyst B are responsible for writing grants, analyzing grant related data, producing State reports, working with providers to receive data regarding clients served, to process invoices, create and amend contracts, and a variety of tasks associated with State and Federal grants. The two analysts are the only analysts who works on all grant funded contracts.

Without these four key positions, the Probation Department will not be able to effectively manage the grants it receives, will not be able to proactively apply for grants, will not be able to contract on timely basis with providers, and may be in jeopardy of losing revenue. The Corrections and Standards Authority understands that although these positions are supported by the JJCPA grant, their skills are utilized in supporting the other State grants that require the same grant monitoring efforts as required by CSA. Therefore, the Department recommends against reducing the staffing for the Outcomes Team.

Patricia Gardner of the Silicon Valley Council of Nonprofits, in an email on May 16, 2011, suggested that the Probation Department further pursue MAA and TCM (Targeted Case Management) funding. Juvenile Probation is not eligible for TCM funding. With regards to MAA, in December 2010, Delores Nnam and Jessie Fuentes met with the County's MAA Coordinator, Pat Ericsson, to determine the requirements for being reimbursed through this program. During discussions with the County Coordinator, it was determined that there are two areas of services that qualify for MAA reimbursements:

- 1 - Education - Outreach - MediCal covered services - Currently provided by Probation
- 2 - Application assistance - enrollment into MediCal - Probation does not currently provide this service

The Department currently performs Outreach to provide information regarding MediCal to parents of juveniles detained in Juvenile Hall and the Ranches through the SB1469 program. Through this program, parents of juveniles who have less than 30 days remaining on their court ordered detention are notified about MediCal Services if they do not have medical coverage. Also, if the juvenile is currently receiving MediCal, Social Services is notified to reinstate or reactivate MediCal services and a temporary MediCal card is provided to the juvenile prior to release from custody.

Based on the above information, the County Coordinator recommended that the Department conduct a pilot program to time study the workload for the individual providing this service. The Coordinator advised the Department that the claiming or reimbursement process can take 18 to 24 months before reimbursement can be determined. The Coordinator advised that the Department cannot add positions with the anticipated reimbursement as the workload/hours performed by existing staff must be claimed for the potential reimbursement. Additionally, other items that may qualify for reimbursement include materials to create brochures, staff's time explaining the MediCal application process, and arranging transportation (bus passes) when not claimable under other federal funding.

<u>Next Steps in MAA claiming efforts</u>			
<b>Probation</b>	<b>Status</b>	<b>County Coordinator</b>	<b>Status</b>
Establish an MOU between Probation and HHS or Public Health - Public Health would receive the Administrative Fee for processing Probation's claim.	Pending	Review Job claiming Activities grid	Pending
Provide an Organization Chart and Cost Center for the pilot area	Complete	Present the above information to the State to determine feasibility	TBD
Provide the Job Duty Statement for the .5 Justice Systems Clerk currently performing the SB1469 duties	Complete		
Create Job Claiming Activities Grid	Complete		
Time study the work efforts	TBD		
Submit claim through County Coordinator and/or HHS/Public Health	TBD		
Receive reimbursement 18 to 24 months later. (Example - First quarter filling 3/31/11 receive reimbursement 9/30/12)	TBD		