



SCOPE OF DUTIES AND TASK OUTLINE

SUMMARY: The La Crosse County Human Services Director, Jerry Huber, contacted The Carey Group to request consultation services for the Juvenile Justice Program. While the agency has an excellent reputation for quality service and good management a number of current issues require attention. The HS Director and Board of Supervisors are interested in an outside perspective on how to address some of these issues. They are listed under General Objectives. The following is a summary of the scope of duties, tasks required, and a budget for fulfilling this request by The Carey Group.

GENERAL OBJECTIVES:

1. Analyze data on La Crosse County **juvenile arrest and disposition trends**, including arrest and disposition rates comparing the county with state and national communities of similar size.
2. Assess the current juvenile offender continuum of services to determine **gaps in services** for the offender, parents, or both.
3. Assess how this offender continuum of services **aligns with the research** on effective evidence based practices.
4. Provide a one day **training** to the community and regional counties on evidence based models of juvenile justice.
5. Provide feedback regarding the feasibility and advisability of a **comprehensive adolescent center** within the existing juvenile facility.

PROPOSED WORKPLAN AND BUDGET

DELIVERABLES AND TIMELINES: The following represents the products that will be delivered within the timelines of:

July 1 to Oct 30, 2008:

- A report that addresses objectives 1-3
- Completion of a one-day training (preparation, delivery, and follow up)
- The provision of a verbal report and up to twenty hours of ongoing phone consultation regarding the concept of a comprehensive adolescent center within the existing juvenile facility

LA CROSSE COUNTY JUVENILE JUSTICE CONSULTATION WORKPLAN – THE CAREY GROUP PROPOSAL

PHASE ONE: Analyze data on La Crosse County **juvenile arrest and disposition trends**, including arrest and disposition rates comparing the county with state and national communities of similar size.

OBJECTIVES	TASKS	ASSUMPTIONS
<p>To better understand how La Crosse County compares to similar jurisdictions in juvenile arrests and dispositions so as to determine what practices the County may want to retain or to seize opportunities for altering practices</p>	<p>a. Review the existing data already collected on local and statewide arrest and dispositional trends (on a per capita basis)</p>	<p>Assumption: The local and statewide data is already (or can be easily retained) acquired by La Crosse County and is in decent shape (accuracy and usable form) for analysis. The budget will be built on the assumption that the consultants will not need to search for local or statewide data nor do a significant amount of revising or reformatting of the data.</p> <p>Assumption: The past three years will be reviewed for analysis.</p> <p>Assumption: The Human Services agency will provide clerical support or case aide assistance.</p>
	<p>b. Conduct a search for national trends for communities of similar size as La Crosse County</p>	
	<p>c. Compile a data analysis report</p>	

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PHASE TWO: Assess the current juvenile offender continuum of services to determine **gaps in services** for the offender, parents, or both.

OBJECTIVES	TASKS	ASSUMPTIONS
<p>Determine the gaps in the continuum of services and develop an action plan to fill those gaps with the goal to be maximizing public safety through a reduction in recidivism</p>	<ul style="list-style-type: none"> a. Conduct interviews with HS staff and community based organizations to determine primary services used by Juvenile Justice. b. Conduct an interview with other County stakeholders involved in the juvenile justice process (judges, public defender, etc.) c. Conduct interviews with a sample of parents of offenders (if possible) d. Review documents that list all such services available in the community. e. Conduct an on-line survey with community based organizations to determine their services’ primary objectives, capacity, and other details. f. Collect and analyze risk assessment data. g. Conduct a short probation officer survey of a sample of juvenile cases to determine what the “drivers” are for the juvenile sample h. Interview contract manager(s) and review existing contracts and contract process around effective service delivery; provide further recommendations for inclusion in contract oversight. If time is not fully expended on the other tasks, use unused time to conduct direct observation of one or more service providers that have not had a viable evidence based service quality review conducted. 	<p>Assumption: HS will provide TCG with clerical support to administer a community based organization survey.</p> <p>Assumption: A current, validated risk/need tool is being used and the assessment results are available and can be viewed as reliable</p> <p>Assumption: HS is interested in filling out the continuum of intermediate sanctions to ensure a cost effective array of services as well as recidivism reduction.</p> <p>Assumption: An actual recidivism study will not be conducted but the report will provide a means for the HS agency to develop the capacity to evaluate recidivism results over time.</p>

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PHASE THREE: Provide a one day training to the community and regional counties on evidence based models of juvenile justice.		
OBJECTIVES	TASKS	ASSUMPTIONS
To improve public safety by ensuring that the service providers and case managers are knowledgeable about what is effective at risk reduction and what tools and practices yield the best long term results	a. Provide a one day regional training on evidence based practices for staff working with juvenile offenders	Assumption: La Crosse County will take care of (and assume costs of) setting up the training (invitations, announcements, acquiring a site, etc.), equipment (LCD projector, etc.), and duplication of materials.

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PHASE FOUR: Provide feedback regarding the feasibility and advisability for a **comprehensive adolescent center** within the existing juvenile facility and provide a **final report**.

OBJECTIVES	TASKS	ASSUMPTIONS
<p>To provide Human Services and the Board of Supervisors with outside practitioner input as to the feasibility and advisability of creating a comprehensive adolescent center in light of the research on effective practice and the existing continuum of services</p>	<p>a. Be available for phone and email consultation as the budget and planning process unfolds in 08</p>	<p>Assumption: There is no expectation that TCG will conduct a cost/benefit analysis or market analysis in this task.</p>
	<p>b. Provide a verbal report on the feasibility and advisability of a comprehensive adolescent center at a Board of Supervisor meeting</p>	<p>Assumption: TCG has no way of knowing how much time this may take.</p>
	<p>c. Complete a written report on Phases One through Five</p>	<p>Contract services would be provided with the assumption that 24 hours of total time (phone consultation and one on site trip to discuss this with the Board) will be sufficient. If this is not required, no invoice for this amount will be submitted.</p>