# IOWA BOARD OF CORRECTIONS AGENDA

Friday, April 7, 2017, 9:00 a.m.

Mt. Pleasant Correctional Facility
1200 East Washington Street
Mt. Pleasant, Iowa  52641
(319) 385-9511

<table>
<thead>
<tr>
<th>TOPIC</th>
<th>PRESENTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>➢ Call to Order</td>
<td>Richard LaMere</td>
</tr>
<tr>
<td>• Approval of March 3, 2017 Minutes <em>(Action Item)</em></td>
<td>Richard LaMere</td>
</tr>
<tr>
<td>➢ Next Board meeting will be May 5, 2017 at the 3rd Judicial District, Department of Correctional Services, 515 Water Street, Sioux City, IA  51103</td>
<td>Richard LaMere</td>
</tr>
<tr>
<td>(A meeting notice will be posted on the DOC website: <a href="http://www.doc.state.ia.us">www.doc.state.ia.us</a>)</td>
<td></td>
</tr>
<tr>
<td>Welcome</td>
<td>Warden Jay Nelson</td>
</tr>
<tr>
<td>Director’s Report</td>
<td>Jerry Bartruff</td>
</tr>
<tr>
<td>Confirming Warden Appointment <em>(Action Item)</em></td>
<td>Board Members</td>
</tr>
<tr>
<td>MPCF Apprenticeship Program</td>
<td>Jeremy Howk</td>
</tr>
<tr>
<td>SRR Update</td>
<td>Dr. Beth Skinner</td>
</tr>
<tr>
<td>Policy Approval <em>(Action Item)</em></td>
<td>Diann Wilder-Tomlinson</td>
</tr>
<tr>
<td>Budget Update</td>
<td>Steve Dick</td>
</tr>
<tr>
<td>Legislative Update</td>
<td>Michael Savala</td>
</tr>
<tr>
<td>Public Comments</td>
<td>Public</td>
</tr>
<tr>
<td>Open Discussion</td>
<td>Board Members</td>
</tr>
<tr>
<td>Adjournment</td>
<td>Board Members</td>
</tr>
</tbody>
</table>

*The Board of Corrections’ agenda is posted on the DOC Web Site at www.doc.state.ia.us under the Board of Corrections Tab.*
IOWA BOARD OF CORRECTIONS MINUTES
Friday, March 3, 2017

1st Judicial District
Department of Correctional Services
Women’s Center for Change
1515 Lafayette
Waterloo, Iowa 50704

Board Members Present: Richard LaMere, Rebecca Williams, Dr. Mary Chapman. On Phone: Dr. John Chalstrom. Absent: Rev. Michael Coleman, Lawrence Kudej and Dr. Lisa Hill.

Staff Present: Director Bartruff, Ken Kolthoff, SaraBeth Schurr, Mike Schreck, Diann Wilder-Tomlinson, Dan Craig, Steve Dick, Dot Faust, Katrina Carter, Michelle Dix, Janet Harms, Donna Wede, Amy Jones, William Sperfslage, Dwain Caldwell, Michael Ryan, and Denise Cooper.

Visitors Present: John Good, American Federation of State, County and Municipal Employees (AFSCME); Don Wadleigh, Toast Masters; and Allison Gorga, University of Iowa.

Call to Order, Chair Richard LaMere
- Chair Richard LaMere called the meeting to order.
- Chair Richard LaMere asked for a motion to approve the February 2, 2017 minutes. Dr. John Chalstrom made a motion to approve the minutes and Dr. Mary Chapman seconded the motion. All members were in favor of approving the minutes, motion passed.
- The next Board meeting will be April 7, 2017 in Mt. Pleasant. The board meeting will be held at the Mt. Pleasant Correctional Facility at 9:00 a.m. (A meeting notice will be posted on the DOC website: www.doc.state.ia.us)

Director’s Report, Director Jerry Bartruff
- On February 15-16 the American Probation & Parole Association (APPA) met with DOC staff and District Directors about the Community Based Corrections (CBC) Time Study. They also met with the Wardens about the Institutional Time Study.
- February 22 was the first PREA Audit Close-out for the second round at the Newton Correctional Facility (NCF). NCF passed the audit.
- Also on February 22, Director Bartruff spoke to the Justice Appropriations Subcommittee about funding for Fiscal Year (FY) 2018 and FY2019.

1st District Technology, Ken Kolthoff and Dwain Caldwell
- Ken is the Director of the 1st Judicial District (CBC). Dwain is the 1st District’s Systems Administrator.
- Ken and Dwain demonstrated several of the electronic databases the 1st District uses for supervising offenders.

SOTP Enhancements/New Curriculum, Mike Schreck and SaraBeth Schurr
- Mike is the Treatment Services Manager at the 1st Judicial District. SaraBeth is a Psychologist at the Mt. Pleasant Correctional Facility (MPCF).
- SOTP stands for the Sex Offender Treatment Program.
There has been a lot of inconsistency in past training for delivering SOTP curriculum, so the DOC will now be using a more unified curriculum.

The DOC has applied for a grant to help cover the cost of training for the new curriculum.

Documents from this presentation can be found on the DOC website, attached to the March 3, 2017 DOC Board Meeting Handouts.

**Policy Approval, Diann Wilder-Tomlinson**

- Two IDOC policies were reviewed by the Board regarding changes that need to be made to each policy.
- Documents from this presentation can be found on the DOC website, attached to the March 3, 2017 DOC Board Meeting Handouts.
- Chair Richard LaMere asked for a motion to approve the changes to policies as amended by the Board. Dr. John Chalstrom motioned to approve the policies as amended by the Board. Dr. Mary Chapman seconded the motion. All members were in favor. *Motion passed.*

**Suspension of Services Update, Dan Craig**

- Dan is the Deputy Director of Institution Operations.
- Due to budget cuts on February 8 the DOC announced a suspension of services at Luster Heights, John Bennett Unit at the old Ft. Madison - Iowa State Penitentiary (ISP), the Lodge at the Clarinda Correctional Facility (CCF). Now that Mt. Pleasant is going to be a minimum custody institution.
  - On February 10 offenders began moving from these locations to other institutions.
  - By February 17 Luster Heights was empty.
  - By February 22 the Lodge at CCF was empty.
  - On March 1 John Bennett Unit was empty.
- Leadership also met with the 3rd Judicial District staff about suspension of services at the Sheldon Residential Facility and closing the Field Services Office in Spencer.
- We hope to know the FY18-FY19 budget in the next month or so. We’ll have a better idea of how we’ll proceed once we have that information.

**Budget Update, Steve Dick**

- There was a total of $5.75 million de-appropriation to the DOC or about 1.5%. It could have been worse, we’re dealing with it as we can.
- We’ve developed plans and have been implementing those plans as we move forward. Part of the plan was the suspension of services at the facilities discussed earlier in the meeting. Part of the plan is to use existing vacancies. As of February 9, the DOC had 219 vacancies across the department and this number grows everyday for different reasons (i.e. retirement, looking for other employment, etc.).
- Capitol projects: The Iowa State Penitentiary (ISP) humidity project, on the buildings we could afford at this time, is scheduled to be completed at the end of June.
  - At ICIW we have a number of smaller projects we’re starting. Building Y was just completed and occupancy was granted in the last couple of days.
  - The 3rd and the 5th Districts are also working on some of the smaller projects they had appropriations through Capitol monies.
- There are still a lot of unknowns for FY18-19. We’re hoping in the next month to get some of those answers. We’re going to continue to work forward.

**Legislative Update, Jerry Bartruff**

- The IDOC and the Iowa Board of Parole (IBOP) presented to the Justice Systems Appropriations Subcommittee on February 22.
- Today is the first funnel deadline for the Legislature. The Senate has introduced 377 pieces of legislation and the House has introduced 461 pieces of legislation.
HF232: Declaration of death within a DOC facility by nurse, was voted unanimously out of the House of Represenatative last week.

HF 293: State purchasing from IPI for products made in Iowa, was voted unanimously out of the House of Represenatative last week.

SF444: Establishes a 24/7 Sobriety/Drug Monitoring Program would have some correctional impact by increasing workload for the CBCs.

SF139: Establishes a criminal penalty for violent repeat offenders, reducing earned time for offenders required to participate in batterers’ education under certain circumstances, providing for risk assessments, and relating to electronic tracking and monitoring.

Representative Worthan sponsored a bill indicating that the Director of the DOC has the authority to designate institutions as certain custody levels. There was some old language that specifically said what each institution is supposed to be. We tried to change some of that language in the past.

Public Comments, Public

Jerry Bartruff, as a citizen of Iowa: I wanted to let everyone know that Deputy Director Dot Faust will be retiring in the next month. Thank you for your service with Community Based Corrections and the Department of Corrections. We’re going to miss you.

Open Discussion, Board Members

Dr. Mary Chapman: I would like to congratulate Dot on her retirement and wish her well on her new adventure.
- I had the opportunity to attend the Senate Appropriations Subcommittee Meeting. Director Bartruff did a nice job of clearly stating what the needs are of the DOC as well as the implications of the cuts and what that means, not only to staff but also for the offenders. Nice job.

Chair Richard LaMere: Believe it or not, there are people out there that appreciate what you’re doing. So continue the good work, even though it’s hard times, and everything will come out good in the end if we work hard, we’re honest with ourselves and we appreciate each other.

Adjournment, Board Members

Dr. Mary Chapman made a motion to adjourn the meeting. Rebecca Williams seconded the motion. All members were in favor. Motion passed, meeting adjourned.

Respectfully Submitted,

Abby Williams, Secretary

The Board of Corrections’ agenda is posted on the DOC Web Site at www.doc.state.ia.us under the Board of Corrections Tab.
MPCF Apprenticeship

Begin Date Oct. 2015
Jeremy Howk (Sponsor)
IDOC Programs

- Computer Operator
- Welding
- Electrician
- Maintenance Repairer
- Metal Fabricator
- Baker
- Painter
- Upholsterer
- Carpenter
- Sewing Machine Repair
- Cabinet Maker
- Cook
- Refrigeration/HVAC
- Plumber
- Powder Coating
- Housekeeper
- Screen Printer
- Materials Coordinator
- Landscape Tech
MPCF Active Roster & Stats

- Housekeeper 1 Carpenter 3
- Cabinet Maker 5 Painter 2
- Landscape Tech 3 HVAC 2
- Welding 5 Material Coordinator 1
- Cook 2 Baker 3

- Total active as of March 31, 2017 = 27
- Total OTJ Hours from Oct 1, 2015 = 51,055
- Total Curriculum hours Oct 1, 2015 = 6965
- Completions = 2 (Cabinet Maker)
MPCF Graduate
MPCF Graduate
Cert Training Targets
Deer Blind
Deer Blind (2)
Threshers Lights
40,000 Bulbs
Xmas Lights
Breed of the Year

BELGIAN DRAFT
Additional:

• Welding Certification
• EPA Refrigerant Testing
• Resume & Interview Classes
• Presentations to Employers
• Job Fairs
MPCF Job Fairs

RETURNING CITIZENS
"The Untapped Workforce"

NOVEMBER 17, 2016  9:30 AM - 12:30 PM

Are you seeking a highly-skilled workforce?
Are you looking to reduce turnover cost?
Are you ready for a solution to your staffing problems?

"95% of people incarcerated today will be released"

Attendees will learn about:
- 19 Iowa Department of Corrections Apprenticeship Programs
- America's Job Honor Awards mission and business approach
- Available re-entry tools and resources
- Federal Bonding and WOTC (Work Opportunity Tax Credit)

Seminar will be held at the
MT PLEASANT
CORRECTIONAL FACILITY

1200 E. Washington Street | Mt. Pleasant, IA 52641 | Registration is requested by November 15, 2016.
To register please go to https://mpl呗ernto.eventbrite.com
MPCF Job Fairs

JOB FAIR
Mt. Pleasant Correctional Facility
MARCH 9, 2017 9:00 AM - 11:00 AM

“95% of people incarcerated today will be released”
Don’t miss out on this unique opportunity to
“Tap” into the “Untapped” workforce!

Reserve your job fair booth now and make plans to meet with “Returning Citizens”
from the Mt. Pleasant Correctional Facility and surrounding institutions.

JOB FAIR DETAILS
- Table & Chairs Provided
- Table Covers Provided
- Electricity Available Upon Request
- No Registration Fee’s

LOOKING FOR SKILLED WORKERS?
The Iowa Department of Corrections has 21 Department of Labor Approved Apprenticeship Programs

JOB FAIR WILL BE HELD AT THE
MT. PLEASANT
CORRECTIONAL FACILITY IN
THE FORMER MHI BUILDING
1200 E. Washington Street | Mt. Pleasant, IA 52641 | Registration is requested by March 2nd, 2017. To register please contact Jeremy Howk at jeremy.howk@iowac.gov or by phone at (319) 515-3911 x 3317
Goals for next 12 months

• Hold 3 job fairs (2) Outside and (1) Inside
  – Reach out to more potential employers

• OSHA 10 Training for Apprentices

• All welders leave certified in at least one category

• Landscape Tech Completions
CQI—Continuous Quality Improvement rests on the philosophy that most processes and outcomes can be improved; most problems are found in systems and processes, not people; it is possible to achieve continual improvement through small systematic change efforts; and, continuous improvement is most effective when it becomes a part of everyday life for an organization.

CCSR—Community Connections Supporting Reentry—a key collaboration between IDOC and DHS to improve service connection for offenders in the areas of mental health, substance abuse, veterans, housing, workforce development, and education.

Competency matrix—specific knowledge, skills, and traits aligned with specific job classifications (residential officer, correctional officer, correctional counselor, probation/parole officer, frontline supervisors).

Dashboard—offender, case manager, unit, district, region, and statewide measures identified to track progress (employment, housing, education, revocations).

DRAOR—Dynamic Risk Assessment for Offender Reentry—once a certain level is established through the risk screen (moderate to high risk), a DRAOR is conducted to assess risk factors associated with recidivism. Case plans are developed around the identified risk factors in order to reduce risk.

Gap analysis—utilizing data to determine offender needs versus program capacity. Gap analysis determines number of treatment slots needed to meet the needs of the population. DRAOR assessment helps determine the needs.

HPQ—Home Placement Questionnaire—a checklist for both prison and community-based corrections staff to ensure stable and suitable housing is identified prior to release.

IOWA Program Tool—Improving Outcomes with Action—observation tool to ensure programs are facilitated as intended. Specifically, adherence to curriculum, facilitator skills, and program administration. Action plans are submitted based on observation of needed areas of improvement.

IRR—Iowa Risk Revised Assessment—screening tool for assessing risk. It takes into consideration several factors; for example - age, criminal history, gang affiliation, prior revocations in the community. The assessment helps determine risk of violence and victimization as well as predicting general recidivism. It includes several dynamic factors not included in the IVVI—employment, housing instability, substance abuse, prior revocations.
**IVVI**-Iowa Violence and Victimization Assessment—static tool for assessing risk. It takes into consideration several factors; for example- age, gang affiliation, prior revocations in the community. The assessment helps determine risk of violence and victimization as well as predicting general recidivism for prisons.

Both risk tools provide a Level of Supervision (LOS) and certain scores trigger a full risk/needs assessment—DRAOR (higher risk individuals).

**Job competencies**—identified knowledge, skills, and traits that relate to effective interactions with the offender population and recidivism outcomes. Five positions will have job descriptions, screening criteria, interview questions, and evaluations based on key competencies identified.

**NAMI P2P Training**—Peer to Peer Training—training for offenders to understand mental illness including: causes, symptoms, and illness management. Trained mentors can help offenders struggling with severe and chronic mental illness manage their symptoms while incarcerated.

**Program inventory**—cataloging all prison programs statewide and determining if they are evidenced-based, responsive, increase protective factors, or have little impact (low priority). Staffing and program decisions are based on core and essential programs that will improve public safety outcomes.

**Program screen/checklist**—IDOC developed a process to vet new programs to ensure any departmental resources are evidence based.

**Response matrix**—a guide for case managers to respond to different types of behavior (both positive and negative).

**Workload study**—IDOC is working with the American Probation and Parole Association to develop two workload studies in both community-based corrections and prisons. The workload studies will provide the average amount of time to conduct certain activities. Thus, a formula is developed to gauge staffing needs based on a forty-hour work week.
Statewide Recidivism Reduction Strategy

Scope of Work

- Planning and implementation strategies to address a comprehensive system-wide Quality Assurance Plan that will ensure fidelity in risk assessment, supervision strategies, supervisory processes, programming, and casework.
- Statewide Training Plan that will entail various levels of staff training designed to incorporate evidence-based practices related to communication with offenders, motivation of offenders, and other requirements of best practice in the areas of offender behavior change.
- Enhancement of policies and practices to improve pre-release planning and connection to government and private services that will support an offender’s success when transitioning back to the community. The Iowa Department of Human Services, University of Iowa, and Corrections will work together on the formation of stronger partnerships with health and behavioral health agencies in the community. NAMI Iowa will help to bolster efforts with those offenders who are mentally ill, especially focusing on peer-to-peer mentors and teachers for all nine correctional institutions and specialized training for staff.
- Review of job expectations and hiring/promotion criteria related to research findings on effective offender supervision and treatment.
- Workload study: Measurement of needed resource allocations for staff deployment in an evidence-based working environment.
- State level interagency coordination and guidance through the Offender Reentry Task Force.
- Training through University of Cincinnati (UC) on Core Correctional Practices (CCP) utilizing a training-of-trainer model to invest in statewide level training and sustainability of CCP. Core Correctional Practices is an evidence-based practice and focuses on specific areas: (a) relationship skills, (b) effective reinforcement, (c) effective use of disapproval, (d) effective use of authority, (e) prosocial modeling, (f) cognitive restructuring, (g) social skills training and problem solving skills.
- System wide shift to a Continuous Quality Improvement (CQI) mode. Continuous Quality Improvement rests on the philosophy that most processes and outcomes can be improved; most problems are found in systems and processes, not people; it is possible to achieve continual improvement through small systematic change efforts; and, continuous improvement is most effective when it becomes a part of everyday life for an organization.
- Focus on organizational development. Organizational development is a vehicle to push the system to perform at the highest level, as well as to ensure the organizational infrastructure and culture is strong to support and sustain the many changes happening across the state. Organizational development is one of the strategies to ensure that system wide change sustains over time through transparency, data-driven decision making, communication, input from staff, leadership, and policy development.
SRR Strategy Update
Board of Corrections
April 7, 2017
Staying the Course...

- Transitioning our message
- Threading pockets of excellence
- Building infrastructure
- Sustainability
- Improving resource management
Organizational Development

• Met with leadership across the state
• Built consensus on priorities
• Agreed to set goals in IRR/IVVI & DRAOR Standards
• Prison inventory completed
• Agreed to risk-based resourcing
Updates....

- **Time Study Completed**
  - CBC
  - Institutions
- Best “40” Survey
- What we know...
- What we don’t know...
- **Ultimate formula**
Program Inventory—Moving the Needle

• Highlights
  • 9 Institutions
  • Inventoried programs
  • Assessed needs of population
  • Identified gaps in programs
  • Discontinued staff resources on ineffective programs
  • Recommended to increase program capacity
  • Ongoing oversight
GETTING RISK RIGHT (GRR)

• Why is it so important to get risk right?
  • Risk drives everything we do

• If we get risk wrong:
  • We could potentially make people worse
  • Can Impact utilizing resources effectively
Risk Principle—Moving the Needle

IRR & IVVI Proficiency Levels Districts & Institutions

- Initial
- Follow-Up
Moving forward...

- Grant expires in October 2017
- No-cost extension (still work to complete)
  - Training phases
  - Workload
  - Job descriptions (evidence-based)
- Disband Pre-release, Quality Assurance workgroups

Recidivism Data—1st Data Point: September 2017
## SRR PERFORMANCE MEASURES & ACCOMPLISHMENTS (25 MONTHS)

<table>
<thead>
<tr>
<th>QUALITY IMPROVEMENT</th>
<th>REENTRY</th>
<th>WORKLOAD</th>
<th>JOB COMPETENCIES</th>
<th>TRAINING</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>7,504</strong> IVVI/IRR audits conducted</td>
<td><strong>1,161</strong> participants for Community Connections Supporting Reentry training</td>
<td><strong>119</strong> correctional counselors participated in institutional workload study (98% participation rate)</td>
<td>Competency matrix developed</td>
<td><strong>351</strong> staff retrained in IVVI/IRR booster</td>
</tr>
<tr>
<td>IVVI/IRR statewide- baseline proficiencies established (8 districts; 2 institutions) Proficiency goal-90%</td>
<td><strong>82</strong> NAMI trainers- Peer-to-Peer mentors/teachers in 8 institutions</td>
<td><strong>4,844</strong> offenders associated with recorded activities in institutional workload study</td>
<td><strong>200+</strong> competencies identified for five job classifications</td>
<td><strong>36</strong> staff trained as TOTs for Core Correctional Practices</td>
</tr>
<tr>
<td>IVVI/IRR override percentages reduced between <strong>2%-16%</strong> across districts. All districts are at or below <strong>10%</strong> override percentages.</td>
<td><strong>89</strong> offenders trained in Peer to Peer curriculum statewide</td>
<td><strong>903,339</strong> minutes (15,506 hours) for recorded activities in institutional workload study</td>
<td><strong>50+</strong> traits and skills identified for ideal corrections candidates and for promotions</td>
<td><strong>213</strong> staff statewide trained in Core Correctional Practices</td>
</tr>
<tr>
<td><strong>Statewide IRR override rate reaches 5.1%</strong></td>
<td><strong>700+</strong> service providers identified for the CCSR Resource Guide developed to serve as ongoing resource to help connect individuals and their families to resources in communities</td>
<td><strong>31,353</strong> number of recorded activities in institutional workload study</td>
<td>Correctional Officer test discontinued</td>
<td><strong>123</strong> staff trained in 6th District (RNR)</td>
</tr>
<tr>
<td><strong>150+</strong> audits have conducted on the DRAOR</td>
<td>Home Placement Questionnaire (HPQ) checklist created and implemented statewide</td>
<td><strong>491</strong> probation/parole staff participated in CBC workload study (96% participation rate)</td>
<td>Dr. Gary Christensen conducted 4 site visits. Developed consensus among statewide leadership for correction systems’ priorities</td>
<td>First <strong>five</strong> drafts of Phase I completed from competency matrix</td>
</tr>
<tr>
<td>Improving Outcomes With Action (IOWA) program fidelity tool developed and piloted</td>
<td>Dashboard - statewide measures identified: job retention, housing stability, protective factors, Medicaid coverage, overrides, education</td>
<td><strong>22,010</strong> offenders associated with activities documented in the CBC workload study</td>
<td>IDOC mission revised through organizational development work</td>
<td><strong>21</strong> trained in DRAOR CQI</td>
</tr>
</tbody>
</table>
**Statewide Recidivism Reduction Dashboard**

<table>
<thead>
<tr>
<th>QUALITY IMPROVEMENT</th>
<th>REENTRY</th>
<th>WORKLOAD</th>
<th>JOB COMPETENCIES</th>
<th>TRAINING</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>170+</em> attended Dr. Sperber’s Continuous Quality Improvement webinar</td>
<td><em>Response</em> matrix developed</td>
<td><em>146,776</em> unique activities documented during CBC workload study</td>
<td>Statewide policy: Management &amp; Philosophy <strong>revised</strong> to reflect evidence-based practices</td>
<td><em>Infographic</em> on statewide risk communication developed and disseminated</td>
</tr>
<tr>
<td><em>40+</em> staff from across the state trained to conduct QI on IVVI/IRR in their respective agencies</td>
<td><em>SOCIAL MEDIA</em>: Established social media presence—Facebook, Twitter, website</td>
<td>Institutions: Survey completed by leadership and prison advisory group recommending <strong>&quot;best 40&quot;</strong></td>
<td><em>Revised</em> correctional officer job description to include core correctional practices and evidence-based practices</td>
<td><em>30+</em> staff comprised a statewide DRAOR implementation group and developed recommendations for DRAOR training, QI, and frequency</td>
</tr>
<tr>
<td><em>85+</em> participants: Dr. Sperber presented to Executive leadership, wardens, district directors, and leadership across the state on CQI</td>
<td><em>150+EVENT</em>: SRR Forum with Governor’s office</td>
<td><em>9</em> institutions mapped the duties of a correctional counselor</td>
<td><em>30+</em> behavioral-based interview questions developed for the correctional officer position</td>
<td><em>100+</em> staff trained on quality improvement, core correctional practices, and RNR by SRR staff during ICA</td>
</tr>
<tr>
<td><em>193</em> prison programs inactivated due to inactivity and discontinuation</td>
<td><em>EVENT</em>: SRR presented at Deputy Wardens Conference</td>
<td><em>8</em> CBCs mapped all probation/parole processes and workflows (over <strong>30</strong> maps were developed)</td>
<td>Screening <strong>checklist</strong> developed for the correctional officer position</td>
<td>Developed <strong>FAQs</strong> for DRAOR</td>
</tr>
<tr>
<td><em>794</em> CBC programs inactivated due to inactivity and discontinuation</td>
<td><em>EVENT</em>: SRR staff presented at Homelessness Symposium</td>
<td>Workgroup staff developed a time study <strong>database</strong> to capture event data that can be used for future studies</td>
<td><em>10+</em> messaging documents and strategies developed to inform staff on organizational change</td>
<td><em>5</em> new DRAOR CQI documents developed for staff to utilize when conducting quality improvement assessments</td>
</tr>
<tr>
<td><em>9</em> prisons implement program screen and review process &amp; waitlist <strong>guidelines</strong> developed</td>
<td><em>EVENT</em>: SRR staff presented at NAACP conference &amp; ISBA judges conference</td>
<td><em>42</em> advisory group members from CBC &amp; Institutions assisted with the development of the time study</td>
<td><strong>Iowa</strong> highlighted in three national publications for SRR work</td>
<td><em>30+</em> staff from across the state advising on APPA TOT training curriculum from both institutions and CBCs</td>
</tr>
<tr>
<td><em>Gap</em> analysis completed for prisons</td>
<td><em>Response</em> matrix developed</td>
<td><em>3</em> webinars conducted on time study</td>
<td><em>170+</em> staff involved in SRR activities &amp; tasks</td>
<td>DRAOR <strong>cheat sheets and coaching tools</strong> developed</td>
</tr>
</tbody>
</table>

**PAGE 2**
<table>
<thead>
<tr>
<th>QUALITY IMPROVEMENT</th>
<th>REENTRY</th>
<th>WORKLOAD</th>
<th>JOB COMPETENCIES</th>
<th>TRAINING</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
April 7, 2017 Board of Corrections Policy Approval

WR/OWI-23 Escape/Apprehension