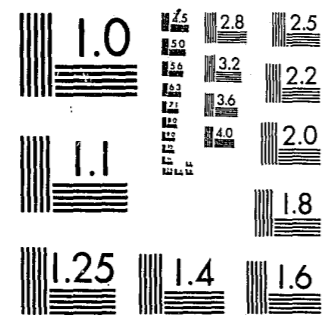


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COMMONWEALTH OF VIRGINIA

GUIDELINES FOR THE ADMINISTRATION
OF
COMMUNITY DIVERSION PROJECTS

U.S. Department of Justice
National Institute of Justice

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November 1980



PREFACE

The enclosed "Guidelines for the Administration of Community Diversion Projects" are designed to assist localities in their development and implementation of community diversion projects. This manual is based on the State Board of Corrections Regulations (adopted August 12, 1980) and is intended to further clarify these Regulations for localities interested in community diversion.

Section 53-128.17 charges the Director of the Virginia Department of Corrections to assist localities in the development of community diversion programs and to guide and monitor the implementation of such programs pursuant to the provisions of Chapter 5.4 entitled the Community Diversion Incentive Act. Since community diversion is new within Virginia it has been anticipated that localities will be aided by the enclosed Manual.

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ADMINISTRATIVE REGIONS

CHAPTER I

SUBJECT: COMMUNITY CORRECTIONS RESOURCES BOARD

NUMBER: 1.00

- 1.00 Each county and city participating in a community diversion project shall have a Community Corrections Resources Board (CCRB) in order to provide it greater opportunity to become involved in the development of correctional services which meet the local needs of its offenders.
- 1.01 The Project Administrator (city manager or county administrator) shall present to the local governing body a resolution which will establish and empower the Community Corrections Resources Board to conduct (or purchase) diagnostic evaluations and make non-binding recommendations to the local circuit court based on agreed upon diversion plans (Form I-A).
- 1.02 The CCRB shall be composed of representatives from the criminal justice system, local governing body, local/state human service agencies and the lay citizenry.
- 1.02 a The circuit court judge (s) or chief circuit court judge serving the participating jurisdiction(s) shall appoint not less than two persons to the CCRB and each county or city governing body or combination thereof shall appoint an equal number of persons.
- 1.02 b The Regional Office of the Virginia Department of Corrections shall make one appointment to the Board.
- 1.03 The maximum number of appointments to the CCRB shall be determined locally.
- 1.04 The appointing authorities should appoint members to the CCRB for a definite term. In the event of death, disability, negligence or resignation, the vacancy shall be filled for the balance of the term by the appointing authority.
- 1.05 The CCRB should convene a minimum of once per month or as often as necessary for the purpose of carrying out its functions. The CCRB may establish its own quorum for the transaction of all business.
- 1.06 Citizen members of the CCRB, not otherwise being reimbursed, may, at the discretion of the local governing body, be reimbursed for mileage and miscellaneous expenses which are incurred during the performance of their duties. Allowable reimbursements shall not be extracted from diversion funds.

- 1.07 The CCRB shall have the following responsibilities:
- a. To organize and implement the local diversion project.
 - b. To establish written policies and procedures for the daily operation of the CDI project. These policies and procedures must be in conformity with those set by the local governing body/judiciary and in accordance with minimum standards established by the Code of Virginia and State Board of Corrections.
 - c. To purchase diagnostic evaluations on individual clients being considered for CDI placement.
 - d. To review the presentence report, CDI screening criteria and results of diagnostic evaluations for determining eligibility and suitability of individual clients.
 - e. To develop (with the potential client) and recommend to the referring judge a treatment plan, behavioral contract and appropriate placement in the community (Form I-B).
 - f. To provide for the purchase and development of appropriate community services and programs for those clients participating in a CDI project.
 - g. To assist community agencies and organizations in establishing and modifying programs and services for offenders on the basis of an objective assessment of the community's needs and resources.
 - h. To review on a periodic basis the progress of individual clients in a CDI placement to assure that services are being provided in accordance with the client's diversion plan.
 - i. To appoint a chairperson to facilitate the business to be conducted by the CCRB. Summary minutes should be kept of the CCRB's decisions and their rationale.
- 1.08 The CCRB may delegate administrative authority within established policies to the Coordinator of the CCRB.

CHAPTER II

SUBJECT: FINANCIAL MANAGEMENT

NUMBER: 2.00

- 2.00 Each city or county recipient of funds from the Community Diversion Incentive Act (CDI) shall maintain a separate account of records which fully disclose the amount and disbursement of such funds. Such records shall be kept in a manner that is acceptable to common accounting practice in order to facilitate an effective audit trail.
- 2.01 The locality's accounting system should meet the following criteria:
- a. Accounting system should provide information needed to adequately identify receipts and disbursements of funds from CDI.
 - b. Entries in accounting records should refer to ledgers and support documents as well.
 - c. Accounting system should provide accurately current financial reporting information.
- 2.02 The County Administrator or Finance Director of the city or county shall serve as the Project Administrator for the funds and shall be responsible for the receipts, disbursements and the administration of such funds. Such responsibility shall not be delegated to another public or private agency.
- 2.03 The locality shall be liable to the Department of Corrections for full repayments of CDI funds used for any purpose other than that stated in the program. This includes loss of monies as a result of unlawful acts by the employees of the locality and CDI Board members.
- 2.04 The financial records shall be audited annually by the locality's own internal auditors and a copy of the audit shall be sent to the Regional Administrator for forwarding to the Division of Finance. When a locality is audited by a CPA firm or external auditors, it shall also include the Community Diversion Incentive financial records. The Department of Corrections reserves the right to make unannounced examinations of the records at the discretion of the Department.
- 2.05 The financial records shall be kept for at least three years. Unaudited records must be kept for at least five years.
- 2.06 An Estimated Expenditure Request (II-A) for January 1, 1981-December 31, 1981 shall be prepared for Client Services, administrative/operational expenses to be incurred by the locality during a twelve month period.

- 2.07 A new Estimated Expenditure Request shall be submitted 60 days prior to January 1, 1982 in order to complete the biennium (June 30, 1982).
- 2.08 In the event that a locality plans to continue with the CDI program beyond the first year of the biennium (June 30, 1981) a Letter of Intent by the locality shall be submitted to the Department's Regional Administrator 30 days prior to the beginning of the next funding period, July 1, 1981, in order to comply with state budgetary guidelines and to assure uninterrupted state funding.
- 2.09 Any surplus funds accrued by a locality within the projected client services category shall only be used for diversion within the community diversion incentive project.
- 2.10 In the case of program termination either by the locality or the state, the unused funds shall be returned to the Department of Corrections within 30 days of program termination.
- 2.11 Each locality shall receive \$400.00 for diagnostic evaluations per each individual; however, the number of evaluations shall not exceed a 3 to 1 ratio to diversions.
- 2.12 The locality shall project on the Request for Funds form (II-B) the personnel expenditures, evaluations and diversion services for the upcoming quarter. Also, a locality shall account for any cash balance of the previous quarter.
- 2.13 The locality shall prepare Request for Funds 45 days before the beginning of each quarter. Along with this form, a State Department of Accounts invoice, form DA-02-038 (II-C) must accompany the request. The Request for Funds form and the state invoice shall be sent to the Department of Corrections' Regional Administrator.
- 2.14 The Regional Administrator shall approve the Request for Funds and sign the goldenrod copy of DA-02-38 and forward to the Department of Corrections' Division of Finance-Budgeting Services.
- 2.15 The Division of Finance shall receive the Request for Funds and process such requests for payment and send it to the Office of the Comptroller. The Comptroller will issue a check directly to the locality.
- 2.16 The locality shall submit a Quarterly Report (II-D) to the Regional Administrator establishing the funds received, actual expenditures, number of clients evaluated and cash balance year to date for each quarter. The locality shall also complete Program Data for the quarter which establishes the number of diversions and the type of program components utilized.

2.18 The Quarterly Report must be signed by the locality and submitted to the Regional Administrator within 30 days after the end of the quarter.

CHAPTER III

SUBJECT: ORGANIZATIONAL COMPONENTS (TABLE 1)

NUMBER: 3.00

3.00 PROJECT ADMINISTRATOR

- A. The Project Administrator is a principal Administrative Officer of a local unit of government, e.g., City Manager, County Administrator, or his designee(s). The Project Administrator will be responsible for coordinating efforts of a locality applying for Community Diversion Incentive Act Funds and for administering the funds. The Project Administrator will:
 - 1. Review the Community Diversion Incentive Act with the local governing body and participate in the development of the local plan after award.
 - 2. Submit Letter of Intent to apply for funds and subsequently make applications for funds when approved by the governing body.
 - 3. Coordinate appointments to the Community Corrections Resources Board including notifications of the number of appointments to be made and the procedure for making appointments. This should be done prior to final awarding of the funds.
 - 4. Hire and supervise the Community Corrections Resources Board Coordinator and staff.
 - 5. Administer the Community Diversion Incentive funds.
 - 6. Purchase items in accordance with local purchasing policies and procedures. The CCRB shall periodically review purchases made to insure bids and purchases are awarded on an impartial basis.
- B. The Project Administrator may delegate administrative authority within suitable existing administrative structures and/or to the Community Corrections Resources Board or its Coordinator.

3.01

PROJECT COORDINATOR (CCRB COORDINATOR)

- A. The Project Coordinator shall be hired by the Project Administrator for the locality. Approval of the local judiciary may be appropriate.
- B. The Coordinator shall have responsibility for the overall administrative operation of the local diversion project, within established directives and policies.
- C. The Coordinator shall have the following duties:
 - 1. To coordinate the work of the CCRB with the local judiciary.
 - 2. To serve as liaison with the Department of Corrections Regional Office and Probation & Parole District Office.
 - 3. To arrange for diagnostic evaluations on behalf of the CCRB.
 - 4. To arrange and develop local Purchase of Services Agreements.
 - 5. To handle and/or monitor financial restitution payments and community service schedules.
 - 6. To serve as the local broker of community services.
 - 7. To monitor and approve payment of funds for project operation.
 - 8. To recruit, train, and supervise volunteers where applicable.
- D. The Coordinator shall assist the CCRB in the purchase and development of community services and programs, in the evaluation and monitoring of community programs and services, in providing a mechanism whereby offenders with needs for services will be linked to appropriate services, and in the selection of the offender for the diversion project based on eligibility and suitability requirements.
- E. The Coordinator shall be responsible for intake functions, the development of a Diversion/Treatment plan and for the presentation of the individual diversion case to the CCRB and to the Circuit Court.
- F. The Coordinator shall maintain close cooperation and liaison with the Circuit Court, Commonwealth's Attorney, and District Probation and Parole Office to monitor client services and submit progress reports as required.

- G. The Coordinator shall maintain individual client records and be responsible for file security and confidentiality.

Client records will include the following:

- 1. Presentence Report (PSI)
- 2. All diagnostic evaluation information.
- 3. Diversion Contract
- 4. Court Order of Diversion
- 5. Diversion/Treatment Plan
- 6. Progress Reports
- 7. Termination summary
- 8. All written correspondence regarding client

- H. The Coordinator shall participate in the program evaluation process by assisting in the formulation and updating of the Department of Corrections' evaluation method, by compiling statistical data for the diversion project, and by submitting all required reports to the Department of Corrections.
- I. The Coordinator shall be responsible for preparing quarterly programmatic and financial statements and submitting them to the Department of Corrections Regional Office within 30 days after the end of a quarter.
- J. The Coordinator may be delegated other administrative authority and duties for the project by the CCRB and by the Project Administrator.

3.02

PROBATION AND PAROLE OFFICER

- A. The Probation and Parole Officer will serve as an active member of the diversion team and will assist in the development of the diversion/treatment plan.
- B. The Probation & Parole Officer will have some of the following duties and responsibilities.
 - 1. Monitor on behalf of the court the service provided to the client by the service provider.
 - 2. Consult with CCRB Coordinator and client on a monthly basis.
 - 3. Assist the CCRB Coordinator and service provider in the implementation of the diversion/treatment plan.
 - 4. Consult with the CCRB Coordinator and Service Provider and Commonwealth's Attorney prior to recommending to the court a successful or unsuccessful termination or prior to initiating arrest procedures.
 - 5. Any other duties and responsibilities outlined by the Circuit Court Judge or where as agreed upon by the Probation Officer, the CCRB Coordinator and service provider.
- C. The diverted client should receive intensive treatment supervision by the contracted agency. The Probation & Parole Officer will assure the Court that it is being provided but should not be responsible for the day-to-day implementation of the treatment process.

3.03

SERVICE PROVIDER

- A. The Service Provider is defined as the community agency that enters into a contractual agreement with the CCRB to provide predetermined services to diverted clients.
- B. Purchase of Service Agreements with the Service Provider shall specify type, method, fee and timetable of services to be provided.
- C. In addition the Service Provider shall:
 - 1. Develop a service contract on each individual diverted.
 - 2. Provide intensive treatment in accordance with the diversion/treatment plan.
 - 3. Submit invoices to the Coordinator as required.
 - 4. Furnish the CCRB Coordinator and Probation & Parole Officer with monthly status reports on individual client progress.
 - 5. Notify the Coordinator and Probation & Parole Officer of any alternations to the diversion/treatment plan.
 - 6. Promptly notify the Coordinator and the District Probation and Parole Officer of any major violation of the diversion/treatment plan.

CHAPTER IV

SUBJECT: REFERRAL PROCESS

NUMBER: 4.00

- 4.00 Referrals to the CCRB shall only be made by the Circuit Court Judge after the defendant has been sentenced. (Table 1)
- 4.01 The CCRB shall be directed by the Circuit Court Judge to make a thorough investigation and to report its findings and recommendations to the court.
- 4.02 The CCRB shall report its recommendation and rationale to the Judge within 45 days of the date of the sentence or as required by the Circuit Court Judge.
- 4.03 When a defendant has been selected for diversion by the Circuit Court Judge, an informal or formal meeting shall be held with the defendant, the defense attorney and the Commonwealth's Attorney to advise the defendant of the Court's decision. The defendant will then voluntarily enter into a written agreement to abide by the conditions set down by the court.
- 4.04 If the defendant agrees to enter the diversion program, the Court will then enter an order suspending the sentence and place the defendant on probation. The order should state that one of the terms of probation is that the defendant enter and successfully complete the diversion project. The defendant is then released into the supervision of the Probation Officer and CCRB Coordinator for delivery into the program.

CHAPTER V

SUBJECT: ELIGIBILITY DETERMINATION AND INTAKE

NUMBER: 5.00

- 5.00 The eligibility and screening guidelines to be used for community diversion are those set forth in the Regulations adopted by the Virginia Board of Corrections and any other guidelines as set forth by the Court and locality provided that they comply with Section 53-128.16-21 of the Code of Virginia.
- 5.01 The Coordinator shall be responsible for intake and shall provide the following functions:
- a. Conduct the initial intake interview within 5 days after the referral.
 - b. Have Release of Information form signed by the offender in order to obtain the necessary information with which to make a decision.
 - c. Obtain the following information:
 - 1. demographic
 - 2. offense and conviction records
 - 3. education
 - 4. employment history
 - 5. health/drug/alcohol use
 - 6. family history
 - 7. previous diagnostic evaluations and services
 - d. Make arrangements for diagnostic evaluations on behalf of the CCRB.
 - e. Present the case material to the CCRB for their consideration.
 - f. Present to the Court the CCRB's findings and recommendations.
 - g. Forward a copy of the case referral to the Probation and Parole District, Commonwealth's Attorney, and client. Also shall be responsible for explaining to the client the CCRB's and the Court's denial for diversion.

- 5.02 Intake files for diverted clients will be maintained by the Coordinator for the duration of the project. Should the project end for any reason, files will be transferred to the Department of Corrections Regional Office for whatever action deemed necessary.
- 5.03 All files should be maintained for ten (10) years.
- 5.04 Records must be maintained in a centralized and systematic manner and be available for monitoring and data analysis by the Department of Corrections. Program data must be compatible with Department of Corrections' data collection needs.
- 5.05 Diagnostic material on clients not diverted shall be forwarded to the Department of Corrections' Manager for Classification and Records Unit within the Division of Institutional Services for whatever action deemed necessary.

CHAPTER VI

SUBJECT: DIAGNOSTIC EVALUATIONS

NUMBER: 6.00

- 6.00 The Community Corrections Resources Board shall determine the credibility of any service provider or individuals conducting evaluations and may request evidence of appropriate accreditation.
- 6.01 If a service provider conducts both evaluation and treatment, the CCRB may request evidence that no conflict of interest is involved.
- 6.02 The individual evaluation, if conducted, will provide information for and be made part of the individualized treatment plan submitted for consideration to the Circuit Court Judge by the Community Corrections Resources Board.
- 6.03 The number of individual tests or assessments to be conducted on each participant will be at the discretion of the Community Corrections Resources Board, or its designees, within specified budgetary limits.
- 6.04 The types of evaluations of individual needs to be conducted may be drawn from, but are not limited to, the following:
- a. Psychological and psychiatric evaluations
 - b. Vocational ability evaluations
 - c. Educational evaluations
 - d. Physical (medical) evaluations
 - e. Substance abuse evaluations
 - f. Family needs evaluations
- 6.05 Service provider fees should be comparable and reasonable to those of similar service providers.

CHAPTER VII

SUBJECT: TERMINATION PROCESS

NUMBER: 7.00

- 7.00 The offender's successful or unsuccessful participation in a CDI project shall be determined by the sentencing judge, based upon an evaluation and recommendation by the CCRB Coordinator, as representative of the CCRB, the Probation and Parole Officer and, where appropriate, the Commonwealth's Attorney.
- 7.01 An end date for the offender's successful completion in the project shall be determined by the Judge upon recommendation by the CCRB Coordinator, the Probation Officer and, where appropriate, the Commonwealth's Attorney.
- 7.02 Failure of the offender to comply with the diversion plan and behavioral contract will result in the offender being returned to court by the Probation & Parole Officer for whatever action the Judge deems appropriate.
- 7.03 Suggested criteria which may be considered in determining successful or unsuccessful participation in a CDI project:
- a. The quality of the offender's work performance and the degree in which the offender has acquired additional work skills and/or has improved upon previous skills.
 - b. The offender's reliability in meeting work assignments and in attending required counseling, vocational and educational sessions.
 - c. The offender's ability to refrain from the use of illicit narcotics and abuse of alcohol.
 - d. The offender's promptness in making all required monetary payments to the court, the victims of crime and the diversion project.
 - e. The offender's demonstrated willingness to voluntarily seek rehabilitation.
 - f. The offender's compliance with all rules, directives and conditions promulgated by the court, probation district, CCRB Coordinator and service provider.

CHAPTER VIII

SUBJECT: REGIONAL REVIEW

NUMBER: 8.00

- 8.00 All local plans in a particular region will be received by the Regional Administrator for review.
- 8.01 The Regional Administrator shall appoint a Regional Review Committee in each region to review and make recommendations for funding. Recommendations and copies of all plans will be sent to the Central Review Committee.
- 8.02 The Regional Review Committee will be composed of at least:
- a. One representative of the Department of Corrections in the region;
 - b. One representative of the Department of Corrections from outside the region;
 - c. One lay citizen from a community not applying for funds under the Act.
- 8.03 The criteria to be used in program selection by the Regional Review Committee will include:
- a. Sound management design;
 - b. Demonstration potential;
 - c. Projected community-based corrections impact;
 - d. Community input and support.

CHAPTER IX

SUBJECT: CENTRAL REVIEW COMMITTEE

NUMBER: 9.00

9.00 There shall be a Central Review Committee (CRC) established to review local plans submitted by the Regional Review Committees in order to assure that community diversion projects statewide comply with established standards and to make decisions regarding funding.

9.01 The Central Review Committee shall be composed of representatives from the criminal justice system, local/state human service agencies, and the community.

- a. The Assistant Director for the Division of Community & Prevention Services shall appoint one representative to serve on the CRC.
- b. The Assistant Director for the Division of Program Development and Evaluation shall appoint one representative to serve on the CRC.
- c. The Assistant Director for the Division of Finance shall appoint one representative to serve on the CRC.
- d. The Assistant Director for Institutional Services shall appoint one representative to serve on the CRC.
- e. The Manager of Classification & Community Placement within the Division of Community & Prevention Services shall appoint, subject to the approval of the Assistant Director for C&P Services, the following persons:
 1. Not more than four representatives from the criminal justice community not employed by the Department of Corrections.
 2. Not more than four representatives from the community not employed in the field of criminal justice.

9.02 The Central Review Committee shall have the following functions:

- a. To review the local plans and recommendations submitted by the Regional Review Committees throughout the state.
- b. To assure that the local plans comply with Section 53-128.16-21 of the Code of Virginia the State Board of Corrections Regulations, and Department of Corrections' criteria.

- c. To make recommendations for funding and for any special conditions to the Director of the Department of Corrections.
- d. To assist the Director in notifying the locality of his decision for funding.
- e. To appoint a chairperson to facilitate the business to be conducted by the CRC. Summary minutes should be kept of the CRC's decisions and their rationale.

9.03 Each member of the CRC may serve for two years. In the event of death, disability, negligence or resignation, the vacancy shall be filled by the original appointing authority.

9.04 All appointees or their designated alternates to CRC must be present to conduct business. If an appointee misses three successive meetings the appointing authority should appoint a replacement.

9.05 Each locality not selected shall have the right to request of the Central Review Committee to give reasons in writing to explain why it was not chosen.

CHAPTER X

SUBJECT: PROJECT EVALUATION

NUMBER: 10.00

10.00 CDI Project Goal Statement

The overall goal of projects developed in response to the Community Diversion Incentive (CDI) Act is to provide the judicial system with sentencing alternatives for certain non-violent offenders. As such, CDI projects will allow selected localities to develop project alternatives which are appropriate for their community and which meet the special needs of the diverted felon.

10.01 The Essence of the CDI Evaluation Process

The Virginia Department of Corrections shall provide technical assistance to localities in project evaluations at no cost to the locality. In order for the Virginia Department of Corrections to determine whether CDI projects accomplish the aforementioned goal, questions must be asked and answered about whether the projects accomplished what they stated at project onset. The measurement of whether project goals and objectives were met is the essence of the CDI evaluation process. What are the projects' objectives? How does one measure progress toward the accomplishment of these objectives? What differences will the projects make to clients, the community and the state, and correctional personnel? What could be expected to happen if CDI projects are continued, discontinued, or expanded. These are the questions addressed by CDI project evaluation. The answers to the questions will provide meaningful information to both local and state decision-makers relative to future programming at both levels.

10.02 Evaluation Tasks

For example, CDI evaluation information (data) should provide appropriate persons with sufficient knowledge about successful diversion of a certain number of offenders, the economic benefits of the employment of offenders, and the cost-savings, if any, to localities and the state. Thus, it becomes apparent that in order for CDI projects to be evaluated, each project should clearly define project goals in measurable terms, collect data on both project operations and project participants, and compare the data with the goal criteria. If any of these tasks is omitted or neglected, then a judgement of what to do with CDI projects in the future is impossible.

10.03 The Four Elements of CDI Projects

Each CDI project has four elements. First are its resources required for operations (i.e., inputs). Inputs include, for example, such items as equipment, staff, supplies, and money. The second element is the actual operations of the project. Put another way it may be described as what the project does. This element is referred to as activities. Some examples include the formulation of the Community Corrections Resource Board, the selection of clients, and the provision of vocational, educational, and psychosocial services. Outputs, the third element, are the consequences of combining inputs with activities; they are the results that the project should have accomplished. Examples of outputs include the production of client assessments, the successful diversion of a certain number of offenders, and the production of individual client plans. The final element, impacts, refers to the effects of the project on the larger system that is external to the project. As examples, consider the effects of CDI projects on local economic conditions, the possible decrease in the incarceration rate, and the possible decrease in institutional costs. Form X-A depicts the four elements and the items on which data will be collected. It should be noted that the locality can collect any additional data it deems appropriate.

10.04 The Three Levels of Evaluation

The four project elements link together in a logical fashion. CDI evaluation will research the linkages on three distinct levels: (1) Monitoring, or a description of the linkage between inputs and activities; (2) Process Evaluation, or the assessment of whether projects met their objectives; and, (3) Impact Assessment, the determination of whether the project had a significant effect on the targeted problem area. Technical assistance with the three levels of evaluation will be provided by the Evaluation and Monitoring Unit within the Department of Corrections' Division of Program Development and Evaluation.

10.05 Participation by Locality

The individual locality will participate in the program evaluation process, through its Coordinator, by assisting in the formulation and updating of the evaluation method, by compiling data for the diversion project, and by submitting reports to the Department of Corrections. The locality's CDI project shall determine any additional data needs it wishes to measure project success.

A Resolution to Establish
Community Corrections Resources Board

Whereas Section 53-128.19 of the Code of Virginia requires that each county and city participating in a community diversion project shall be represented on a Community Corrections Resources Board.

Be it hereby resolved that a Community Corrections Resources Board is established in the county/city of _____ and such Board is empowered to conduct (or purchase) diagnostic evaluations and to make recommendations regarding diversion based on a written plan to the Circuit Court Judge of this county/city.

City Manager/County Administrator

Chairman (Board of Supervisors)/Mayor (City Council)

Circuit Court Judge

Date: _____

APPENDICES

TO: The Honorable
 FROM: Community Corrections Resources Board
 SUBJECT: Summary Decision and Recommendation

The Community Corrections Resources Board of _____ county/city decided on _____ to recommend Mr./Mrs./Ms. _____ for consideration to a Community Diversion Incentive placement.

During this client's participation in a CDI placement, it is recommended that he/she accomplish the following goals:

The CCRB has reviewed the existing community service agencies and wishes to recommend that this client participate in the services of:

The agency(s) listed above has already been contacted and has agreed to provide rehabilitative services relating to this client's goals and treatment plan.

COMMUNITY DIVERSION INCENTIVE PROGRAM
TWELVE MONTH EXPENDITURE REQUEST

FOR THE PERIOD OF _____
 LOCALITY(S) NAME _____
 FUND AWARD NUMBER _____

CATEGORIES:

A. Personnel	\$ _____
B. Office Equipment	_____
C. Office Supplies	_____
D. Travel Mileage	_____
	SUBTOTAL
E. Client Services Projected	_____
TOTAL ESTIMATED EXPENDITURE REQUEST	\$ _____

INDIVIDUAL EXPENDITURE CATEGORIES

A. Personnel	
Coordinator	\$ _____
Staff's Salary	_____
Fringe Benefits	_____
Life Insurance	_____
Hospitalization	_____
FICA	_____
Retirement	_____
Other	_____
	SUBTOTAL PERSONNEL
	\$ _____
B. Office Equipment (itemize)	
	SUBTOTAL OFFICE EQUIPMENT
	\$ _____

C. Office Supplies (itemize)

SUBTOTAL OFFICE SUPPLIES \$ _____

D. Travel Mileage

SUBTOTAL TRAVEL MILEAGE \$ _____

E. Client Services Projected

No. of Evaluations _____ @ \$ 400.00 ea. _____

No. of Diversions _____ @ \$3,600.00 ea. _____

SUBTOTAL CLIENTS SERVICES PROJECTED \$ _____

TOTAL EXPENDITURE REQUEST \$ _____

PROJECT COORDINATOR DATE

PROJECT ADMINISTRATOR DATE

COMMUNITY DIVERSION PROGRAM

REQUEST FOR FUNDS *

LOCALITY(S) NAME _____ FUND AWARD NUMBER _____

PROJECT TITLE _____

QUARTER PERIOD COVERED BY THIS REQUEST From _____ To _____

ANTICIPATED EXPENDITURES FOR QUARTER

PERSONNEL \$ _____

OFFICE EQUIPMENT _____

OFFICE SUPPLIES _____

TRAVEL MILEAGE _____

DIVERSION CASES PROJECTED _____

No. of Evaluations - @ \$ 400.00 ea. _____

No. of Diversions - @ \$3,600.00 ea. _____

TOTAL ANTICIPATED EXPENDITURES FOR QUARTER \$ _____

Less Estimated Cash Balance on Hand Beginning of Quarter _____

TOTAL CASH NEEDED FOR QUARTER \$ _____

Project Coordinator

Date

(FOR DEPARTMENT OF CORRECTIONS USE ONLY)

Total Fund Award \$ _____ The request for this quarter is approved in the amount of \$ _____

Less Previously Awarded _____ Regional Administrator Date _____

Less Cash Needed for Quarter _____

UNEXPENDED FUND BALANCE \$ _____

Reviewed by Division of Finance

Manager/Accountant Date

*Also attach Department Invoice FORM DA-02-038

INVOICE

EXAMPLE ONLY

NOTICE TO VENDOR:
ALL INVOICES AGAINST AGENCIES OF THE COMMONWEALTH OF VIRGINIA MUST BE PREPARED ON THIS FORM AND FOUR COPIES SENT DIRECTLY TO THE AGENCY TO WHICH MERCHANDISE WAS SHIPPED OR FOR WHICH SERVICE WAS RENDERED. INVOICES MUST BE COMPLETED IN DETAIL, RENDER A SEPARATE INVOICE FOR EACH SHIPMENT OR PROMPTLY UPON COMPLETION OF SHIPMENT OR PERFORMANCE OF SERVICE. RETAIN LAST COPY FOR YOUR RECORDS. IF CHARGES FOR FREIGHT OR EXPRESS ARE ADDED TO INVOICE, ORIGINAL BILL OF LADING OR RECEIPT MUST BE ATTACHED. FIN OR SSN MUST BE ENTERED.

II-C

(NAME AND ADDRESS OF STATE AGENCY RECEIVING GOODS OR SERVICES)

SOLD TO
Virginia Department of Corrections
P. O. Box 26963
Richmond, Virginia 23261

(NAME AND ADDRESS OF VENDOR)

BY
Treasurer, County of Wise
Courthouse
Wise, VA 24293

EXAMPLE

PURCHASE ORDER NUMBER	<input type="checkbox"/> CHECK IF COMPLETE
VENDOR INVOICE NUMBER	
DATE OF INVOICE July 25, 1980	
HOW SHIPPED	
TERMS AND DISCOUNT	

FIN OR SSN:

DATE OF SHIPMENT OR SERVICE	DESCRIPTION OF ARTICLES OR SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
	Advance for Community Diversion Incentive Program in Wise County, Virginia for quarter July 1, 1980 to September 30, 1980. FOR USE OF REGIONAL OFFICE ONLY: Approved: _____ Regional Administrator				5000 00
AGENCY USE					
DEPARTMENT OF ACCOUNTS					
VENDOR SHOULD NOT WRITE BELOW THIS LINE					VENDOR'S TOTAL
TO THE COMPTROLLER: IT IS HEREBY CERTIFIED THAT THE GOODS OR SERVICES SPECIFIED ABOVE HAVE BEEN RECEIVED, OR PERFORMED, PAYMENT THEREFOR HAS NOT BEEN PREVIOUSLY AUTHORIZED AND THAT THIS EXPENDITURE IS A PROPER CHARGE TO THE APPROPRIATION INDICATED. THIS ACCOUNT IS APPROVED FOR PAYMENT. UNIT PRICES AGREE WITH PURCHASE ORDER.					DEDUCTIONS DISCOUNTS %
SIGNATURE OF APPROVING OFFICER (USE INK)					OTHER (SPECIFY)
PRINT NAME					
TITLE					AMOUNT CERTIFIED FOR PAYMENT
VOUCHER NUMBER					DATE (MM/DD/YY)
					<input type="checkbox"/> CHECK IF EXPENDITURE DISTRIBUTION CONTINUATION SHEETS ARE ATTACHED.

TRAN	AGENCY	COST	FUND DETAIL	PROGRAM			OBJECT	AMOUNT	PROJECT	AGENCY USE	D O A
				PROG.	SUB.	ELE.					

ORIGINAL

II-D
(Side A)

COMMUNITY DIVERSION INCENTIVE PROGRAM

QUARTERLY REPORT

LOCALITY(S) NAME _____ FUND AWARD NO. _____

QUARTER PERIOD COVERED BY THIS REPORT FROM _____ TO _____

FINANCIAL DATA	Cash Advance for Quarter	Expenses for Quarter	Over/Under
PERSONNEL	\$ _____	\$ _____	\$ _____
OFFICE EQUIPMENT	_____	_____	_____
OFFICE SUPPLIES	_____	_____	_____
TRAVEL MILEAGE	_____	_____	_____
CLIENT SERVICES*	_____	_____	_____
TOTALS	\$ _____	\$ _____	\$ _____

*No. of Evaluations ___ @ \$ 400.00 each \$ _____
No. of Diversions ___ @ \$3,600.00 each \$ _____

TOTAL FUNDS RECEIVED YEAR TO DATE \$ _____
TOTAL CASH EXPENDITURES YEAR TO DATE _____
UNEXPENDED CASH BLCE. YEAR TO DATE \$ _____

CERTIFICATION

I certify that this report (SIDE A&B) represents actual receipts, expenditures, and program status for this quarter and year to date, all made in accordance with policies and procedures provided under the Community Diversion Incentive Act.

Reviewed by _____ Date _____
Project Coordinator Date _____ Regional Administrator Date _____

QUARTERLY REPORT

PROGRAM DATA

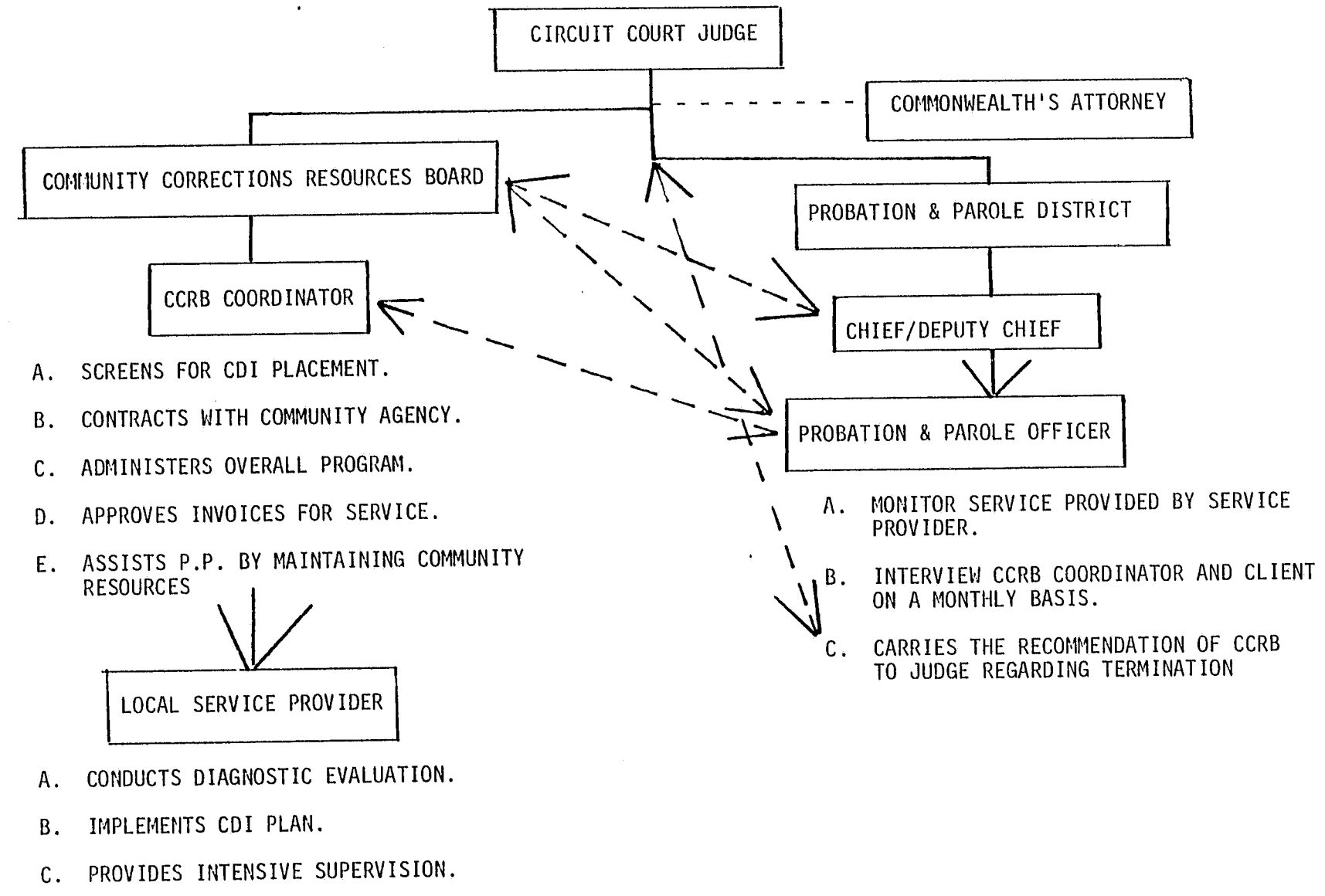
	Projected for Quarter	Actual for Quarter	Over/Under
1. No. of Referrals for Evaluation.	\$ _____	\$ _____	\$ _____
2. Nol. of Diagnostic Evaluations.	_____	_____	_____
3. No. of Diversions currently in the program.	_____	_____	_____
4. No. of Diversions successfully comple- ting the program.	_____	_____	_____
5. No. of unsuccess- ful Diversions	_____	_____	_____
Total No. of Diver- sions*	_____	_____	_____

*Add lines 3, 4 & 5.

No. of Diversions by Service Components	QUARTER	YEAR TO DATE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

*Totals may add up to more than no. of Diversions in quarter if using multiple service treatment plans.

COMMUNITY DIVERSION INCENTIVE PROJECT



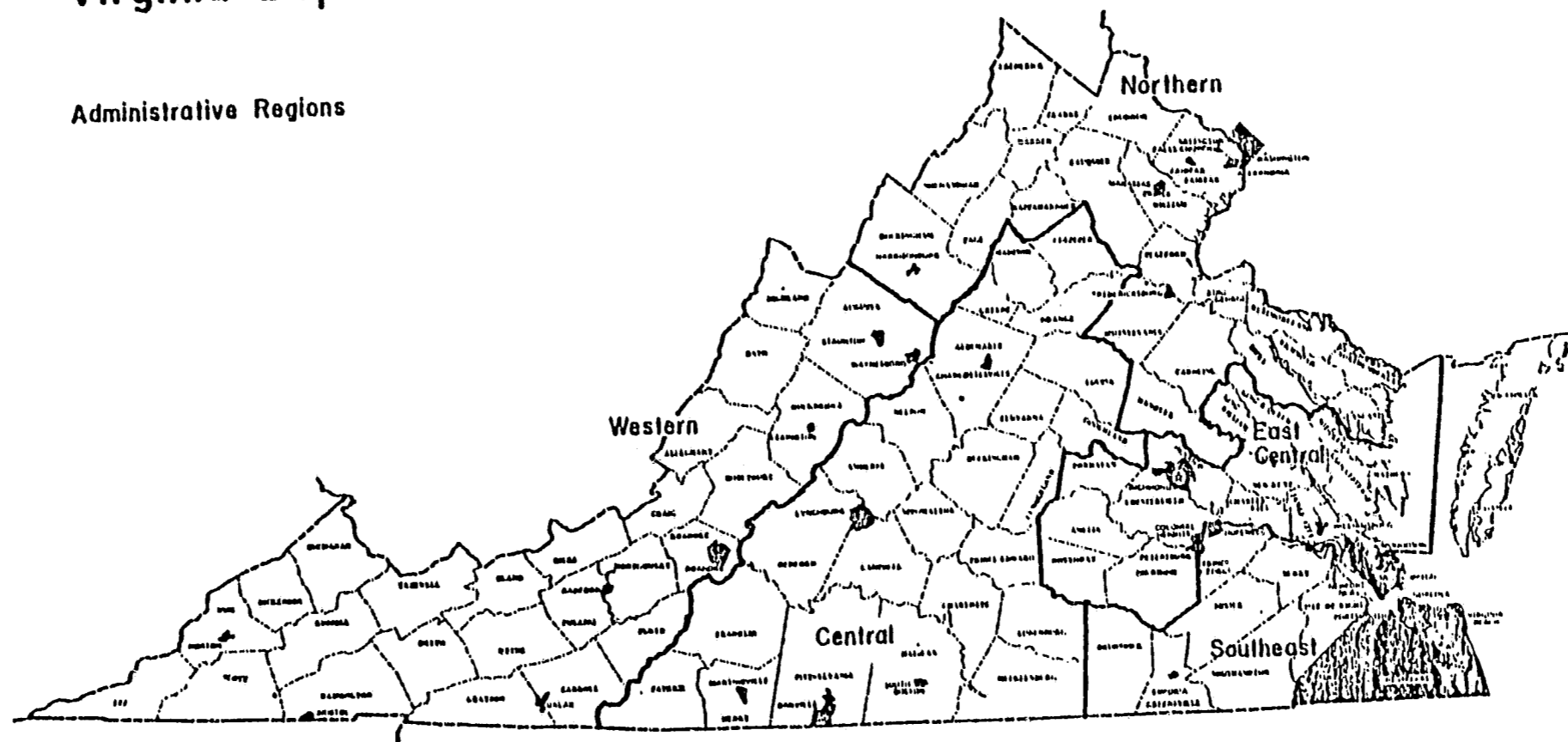
PROGRAM CONCEPTUALIZATION: COMMUNITY DIVERSION INCENTIVE ACT PROJECT

X-A

INPUTS	ACTIVITIES	OUTPUTS	IMPACTS
<ol style="list-style-type: none"> 1. C.C.R.B. 2. Community Staff - Coordinator - Clerical 3. Local Judiciary & other Criminal Justice Components 4. Diversion Team 5. Community Alternative Programs 6. D.O.C. Resources - Director - Ass't. Director/Personnel of Div. of Community & Prevention - Regional Administrators - Financial/Certification/Evaluation Personnel 7. Project Participants 8. Funding/Expenditure Plan 9. Facilities 10. Supplies/Equipment 11. Printing/Xeroxing 12. Communications 13. Travel/Training 	<ol style="list-style-type: none"> 1. Formulation of C.C.R.B. 2. Recruit/Hire/Orient Community Staff 3. Identify/Secure Community Resources; both Assessment and Rehabilitation 4. Client Selection 5. Client Assessment 6. Individual Plan Development and Contracting 7. Recommendation Transmittal and Commitment 8. Case Management 9. Provision/Brokerage of Services - vocational - educational - psychosocial - supervisory 10. Administrative/Fiscal Management 11. Certification/Evaluation/Administrative Review Work 	<ol style="list-style-type: none"> 1. Production of x# of Assessments. 2. Referral/Acceptance of x# of Offenders 3. Production of x# of Individual Plans/Contracts 4. Provision of Services as identified in Individual Plans 5. Successful Diversion of x# of Offenders 6. Generation of x\$ Restitution funds and x amount of Restitution activities 7. Continuation of Productive Involvement by Offender in local Community - employment - family support - contribution to rehabilitation 	<ol style="list-style-type: none"> 1. Reduction in Percentage of Increase in Commitments to Institutions. 2. Reduction in Percentage of Increase in Institutional Costs 3. Decrease in Institutional Overcrowding; Increase in Institutional Positive Conditions 4. Increase in Appropriate, Effective Rehabilitation Plans for Offenders, while Maintenance of Public Safety 5. Increase in Positive Economic Factors in Localities - increase in funds for community programs - decrease in social service support to offenders' families - increase to local tax base 6. Increase in Community Involvement and Response to Issues related to local Crime

Virginia Department of Corrections

Administrative Regions



1978

END