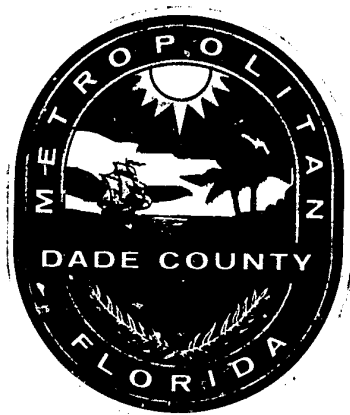


DADE COUNTY, ~~FLORIDA~~

JULY 1974

METHODOLOGY FOR THE EVALUATION
OF EX-OFFENDER PROJECTS



PREPARED BY:

PLANNING AND EVALUATION SECTION

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16894

Evaluation Loan

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I. INTRODUCTION

July 31, 1974

Mr. Helge Swanson
Bureau of Criminal Justice
Planning and Assistance
Bryant Building
620 South Meridian Street
Tallahassee, Florida 32304

Att: Ms. Adele Spielberger:

Dear Helge:

Enclosed please find the final report of the special evaluation project for ex-offender services. This study, completed under the supervision of Arlene Brummer, and aided by Maria Pedrajo, Mary Keating and Sherry Weber, hopefully stands as a replicable document within the State of Florida.

The degree of specificity depicted in the "forms portion" should be of assistance to other MPU/RPC's. The survey and back-up on-site sections, are representations of Dade County's effort to aid the ex-offender and tie in with the Standards and Goals effort statewide.

Previous to this, the Planning Unit has been involved in numerous conferences and research studies aimed at discovering deficiencies within the system. As a result, many conclusions were drawn as to job availability, educational requirements, and the like needed by the ex-offender.

As you know, the focus of the staff of the Planning Unit has been two-fold in this area. First, to identify the gaps within the present service delivery systems and to provide services where they do not now exist. Second, to foster coordination through linkages among and between the various relevant agencies, both public and private. These two goals were seen as needing further study through an evaluation project for services to the ex-offender.

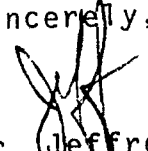
The Comprehensive Offender Rehabilitation Program (CORP) concept fostered under a grant from the Department of Labor provided an experimental forum to deliver services to those people not quite able to provide for themselves. The "transitional phase" (from incarceration to release) was seen as a key time frame to set the ex-offender on the right track before a recidivistic course was taken.

This evaluation/methodological study was an instrument to aid in both the transferability of data through centralization of intake/referral procedures and to provide the needed focus for future synchronized service delivery.

This study is not the answer, but we hope another important step towards cutting the serious crime problem within our society.

Again, let me take this opportunity to thank the Bureau for affording us the opportunity to accomplish this task. The study had an ancillary function in helping us to coordinate approximately \$500,000 in LEAA, County and Manpower dollars toward the goals outlined herein.

Sincerely,


Dr. Jeffrey M. Silbert
Executive Director

JMS:hmw

CC: R. Ray Goode, Chairperson
Dade County Criminal Justice
Advisory Council

II. MODEL OBJECTIVES

A. MODEL OBJECTIVES FOR EX-OFFENDER SERVICES PROJECTS

1. To reduce the current offender recidivist rate from 70% to 35% among ex-offenders served by a project. Further, to obtain a recidivist rate of 20% or less among first offender clients who enter offender projects as an alternative to imprisonment.
2. To reflect, closely, in the ex-offender population served, the racial and ethnic composition of the offender population which the project is funded to serve, and from which it has stated it will draw its participants.
3. To assess and document in depth, the needs of each ex-offender applying for project assistance.
4. To obtain alternative assistance for all ex-offenders not accepted by a project.
5. To provide to each prospective ex-offender client, and to interested citizens, a written statement of the project's purpose, program, services and rules and eligibility criteria.
6. To secure, directly or via effective referral, food and housing for 90% of ex-offenders requesting such services.
7. To secure adequately paid employment, and/or educational placement, and/or training placement for 75% of all project clients identified as needing or desiring such service.
8. To secure, directly or via referral, 75% of all support services which are identified by a project's clients and staff as being needed to ease the ex-offenders' transition back into the community. (e.g., medical-dental care, legal aid, professional help for severe personal or family problems, clothing, money for transportation, etc.)
9. To offer opportunities for weekly counseling to all ex-offenders served by the project.
10. To provide a project staff composed of both professionals, paraprofessionals, and ex-offenders.
11. To maintain adequate staff, in terms of size and qualifications, in order to assure quality service to the ex-offender and to thereby avoid a program that is merely custodial in nature.

12. To maintain records and establish internal procedures whereby the progress of each ex-offender will be monitored on a bi-weekly basis.
13. To identify clearly those needs which were not, or could not, be met so that both program directors and community leaders will have reliable data with which to solve problems of gaps in services.
14. To submit a quarterly report to the Criminal Justice Planning Unit so as to evaluate both statistically and descriptively the degree to which the program objectives are being met, and to identify problem areas for the project.
15. To conduct follow-up of individual clients on a random sample basis at intervals of 30 days, 90 days and one year.

B. ADDITIONAL MODEL OBJECTIVES FOR RESIDENTIAL PROJECTS

1. To maintain a residential population of no more than 20 ex-offenders at a given time.
2. To provide food and housing for not less than 30 or more than 120 days to ex-offenders accepted into the residence.
3. To offer effective referral to ex-offenders who are not accepting of, or eligible for, the regular residential program.
4. To provide a balanced diet to all residents.
5. To provide housing arrangements which are compatible with individual dignity and safety, and which can accommodate all activities which are part of a quality residential program.
6. To maintain a staffing pattern which will insure supervision of the residence and assistance to the project participants on a 24-hour, 7-day a week basis.
7. To provide program orientation to all incoming residents.
8. To provide 2 hours per week of group counseling, and 1 hour per week of individual counseling to all resident ex-offenders.
9. To provide for the transportation of residents and prospective residents.

C. ADDITIONAL MODEL OBJECTIVES FOR VOLUNTEER SERVICE PROJECTS

1. To initiate weekly volunteer visits to an incarcerated offender three months prior to the inmate's expected release date.
2. To provide 6 hours per week of volunteer friendship-time and counseling-time to each ex-offender, for not less than 3 months following release from incarceration.
3. To provide adequate training, by qualified professionals, to all new volunteers prior to their beginning work with ex-offenders.
4. To provide a monthly meeting where professional rehabilitation workers and the volunteers assess each ex-offender's progress and needs, as well as the volunteer's performance.

D. ADDITIONAL MODEL OBJECTIVES FOR A COORDINATING PROJECT

1. To secure written agreements with penal institutions, and all relevant components of the criminal justice system at the state, federal and local level in order to ensure that offenders about to be released will be informed of, and helped to reach, all the ex-offender services offered in the community to which they are returning.
2. To inform the community, via all the public media, of the needs of the ex-offender, as well as the services currently available for the ex-offender, and for citizens who wish to become involved in helping the ex-offender.
3. To contact and inform all employers in the community about hiring and/or training ex-offenders; and to maintain an up-to-date file on current and potential employers.
4. To screen ex-offenders, and refer them to the appropriate service project.
5. To monitor each service project to insure that it is adequately serving the ex-offenders in its program.
6. To inform and establish working relationships with all non-affiliated community agencies which offer, or could offer some type of service to the ex-offender.
7. To develop agreements and methods with local, state, and federal agencies in order to comprehensively monitor the recidivism rate of ex-offenders served by the various projects.

III. SITE VISIT REPORTS

A. May 6, 1974: COMPREHENSIVE OFFENDER REHABILITATION PROGRAM (CORP)

a. PROJECT SUMMARY:

The Comprehensive Offender Rehabilitation Program has been operating in Dade County, under the administrative auspices of the Dade County Youth Services Department since October, 1972.

The basic intent of CORP is to insure that people who have broken the law receive effective help when they need it upon return to the community. This intent is expressed in three major ways:

First, each case is managed. That is, CORP accepts the responsibility for insuring that the ex-offender has what she or he needs to survive without recourse to deviance.

Second, CORP coordinates and evaluates the activities of agencies providing services to ex-offenders, to reduce wasteful duplication of effort, and insure the fullest use and greatest effectiveness of the various agency programs.

Third, CORP is capable of developing new services. It has the flexibility to "pick-up" or extend promising, innovative programs in this field.

b. ON-SITE REPORT:

On May 6, 1974 the evaluation staff of the Criminal Justice Planning Unit conducted a site visit of the Comprehensive Offender Rehabilitation Program.

The two-fold purpose of this visit was to examine the type of data collected by this agency and to review the forms currently in use by the program in regard to clarity and simplicity.

The forms used by CORP can be classified into the following categories:

- a) Interview Form
- b) Client Pre-screening Form
- c) Application and Closure Form
- d) Client Evaluation Form
- e) Follow-up Contact Form

However, although sufficient tools for data gathering exist, the lack of clarity, improper and sketchy use, length, and repetitious nature of the forms make retrievability of this data almost impossible. The problem, evident in the disorganization of the CORP records, reflects the deeper problems within the agency. These are: inadequate staffing, lack of effective training for those staff members responsible for keeping records, and a lack of coordination and communication with other agencies servicing ex-offenders.

In addition to the forms kept on each client, the staff of CORP also produces a weekly report which compiles the workload for each week. The information recorded on this form includes the following: name of client; date of birth; social security number; race; sex; release date; source of referral to CORP; and services provided either directly by CORP or through referral.

B. May 8, 1974: EX-OFFENDER SERVICES PROJECT

a. PROJECT SUMMARY:

The Ex-Offender Services Project is an ongoing project funded as a demonstration program in 1971 by the U.S. Department of Housing and Urban Development through the local Model City Program. It offers a variety of services to ex-offenders returning to the Dade County Model City area. First of all, a residential facility (housing up to 16 men at a time) is provided for returning ex-offenders.

Secondly, for the residents of the half-way house, as well as for other returning ex-offenders not in need of housing, an individualized treatment program is established to assist ex-offenders in making the transition into a productive life. To assist in this effort, liaison with other Model City area service projects (such as manpower, educational, health and social service organizations) has been implemented.

According to the Ex-Offender Services Project LEAA sub-grant application, referrals should come from the Florida State Division of Corrections, with the understanding that felons be referred (to the project's half-way house) 30 days prior to release.

b. ON-SITE REPORT:

On May 8, 1974 the evaluation staff of the Criminal Justice Planning Unit conducted a visit to the Ex-Offender Services Project.

The purpose of this visit was to evaluate the type of data collected and the tools used to collect this data by the project.

The forms used by the Ex-Offender Services Project can be classified as follows:

- a) Intake Form
- b) Chronology Record

Upon examination of the data gathered by the Ex-Offender Services Project, the staff found that the forms allowed for adequate collection of the following information for each client:

- a) Personal Data
- b) Educational Background
- c) Medical Background
- d) Military Record
- e) Court Record
- f) Job Placement

Upon evaluating these records, no significant problems were identified. The forms appeared to be adequately completed and concise and clear enough to allow for the fairly easy retrieval of the data.

The one major problem identified by the project staff was the inability to maintain the half-way house at or near capacity. From the time they began to provide the housing service until the present, Ex-Offender Services has not been referred any ex-felons from the Division of Corrections.

In addition to the forms kept on each client, the staff of Ex-Offender Services Project also produces a monthly project output report. The information recorded on this form includes the following: number screened; number of referrals accepted into the project; breakdown by sex of those referred to the project; number of participants on jobs; number of participants placed in training programs; number of participants placed in educational programs; average salary of applicants; average length of stay in program; number of referrals to other agencies (classified by specific agencies); number of participants receiving some type of counseling or psychological services and the number of hours; follow-up; number of adults in the male residential facility; number of total meals given; number of adult Probation and Parole clients in program; and the number of volunteer ex-participants used in this project after graduation and termination.

C. MAY 9, 1974: TRANSITION, INC.

a. PROJECT SUMMARY:

Transition, Inc. is a non-profit corporation under the laws of the State of Florida. In the summer of 1971, Transition was initiated and shortly after was accepted for sponsorship by the Greater Miami Coalition. As of November of 1972, Transition became a membership organization no longer under the sponsorship of the Coalition.

This project is specifically designed to aid both male and female offenders, leaving any stage of the criminal justice system, in making the transition towards contributory citizenship.

The primary goals of this project are:

1. Recruit, screen, train and match volunteers and assign them on a one-to-one basis to prisoners soon to be released, or ex-offenders on probation, according to their individual interest, capacity and skill, in order to provide the basis for friendship, counseling, understanding and the feeling that someone cares.
2. Find and provide temporary housing and other supportive services for the offender after release from jail, through friends, neighbors, agencies and other personal contacts.
3. Help the ex-offender to make full use of all community resources and programs to assist him toward rehabilitation.
4. Locate, develop and secure meaningful employment--the training, placement and the job that will give the ex-offender the encouragement and incentive he needs to make it on his own.
5. Recruit, train and book additional members of the Speakers' Bureau to inform society of the needs of ex-offenders, and to recruit volunteers for the program.

b. ON-SITE REPORT:

On May 9, 1974 the evaluation staff of the Criminal Justice Planning Unit conducted a site visit of Transition, Inc.

The purpose of this visit being to determine the type of data recorded by the project and the retrievability of this data.

The staff was informed that the only formal records kept were on those clients referred by the Comprehensive Offender Rehabilitation Program. The reason being, that they did not have adequate staffing to properly maintain any kind of comprehensive data collection effort within their agency. The information which they do record on those clients referred by CORP is collected on the forms provided by the CORP project.

A problem which limits the effectiveness of Transition is the lack of coordination and communication between projects servicing the ex-offender population, which leads to duplication of effort and services provided. This problem is not one which is exclusively encountered by Transition, rather it appears to be present in all the ex-offender service agencies which were visited by the staff.

There is a great need in this agency for the development of proper data collection forms and compiling of basic statistics on either a weekly or monthly basis.

D. MAY 13, 1974: OZANAM RESIDENCE PROGRAM

a. PROJECT SUMMARY:

The Ozanam Residence Program is designed to provide a halfway house experience for a minimum of 64 criminal offenders per year. The main thrust of the project is to make these individuals economically and vocationally independent by bringing to bear upon them the coordinated efforts of a variety of institutions and services as needed. This residential treatment program's aim is to improve Florida's criminal justice system by (a) reducing the number of offenders who again get into difficulty with the law; (b) reducing the cost to society by diverting these persons from re-entering the criminal justice system; (c) adding to the employment potential in the community by aiding these persons to become and remain employable; and (d) furthering humanitarian values as it increases the satisfaction of these individuals with their life situation.

Services are offered to clients from the Dade County Pre-Trial Intervention Project, Corrections and Rehabilitation Department and the Comprehensive Offender Rehabilitation Program, as well as the Florida Probation and Parole Commission District #7.

The Program consists of four separate stages: Intake and Orientation, Treatment, Community Re-entry and Graduation or Exit. The minimum stay in the residence is limited to thirty (30) days and the maximum stay is 120 days. The expected average is ninety (90) days. Any exceptions to the minimum and maximum limits requires special approval of the core program and Ozanam Residence staff.

The length of each phase is: Intake and Orientation - approximately one week; Treatment - approximately ten weeks; Community Re-entry - approximately three weeks; Graduation or Exit - approximately one week.

b. ON SITE REPORT:

On May 13, 1974 the evaluation staff of the Criminal Justice Planning Unit conducted a site visit of the Ozanam Residence Program.

The purpose of this visit was to determine the types of data recorded by this project, if any, and to review the forms as to their practicality, as well as clarity.

The forms used by the Ozanam Residence Program can be classified as follows:

- a) Intake Summary
- b) Counseling Data Form
- c) Outside Agency Contact Sheet
- d) Clients Financial Data Form
- e) Client Development Sheet
- f) Departure Form

Upon examination of the data gathered by Ozanam Residence, the staff found that the forms allowed for adequate collection of the following information for each client:

- a) Personal Data
- b) Offense Record
- c) Education
- d) Military History
- e) Health and Rehabilitation History
- f) Employment Record
- g) Financial Record
- h) Counseling Services Received while at Ozanam Residence
- i) Referrals to Other Agencies
- j) Status Record Upon Departure

Although useful tools for data collection exist at Ozanam Residence and appear to be properly kept, the staff felt that these forms were too lengthy and were not conducive to facilitating data collection. The format was not as clear as might be desired and it was felt that this could be corrected either in-house or with the assistance of the Criminal Justice Planning Unit.

Programmatically and organizationally the Ozanam project is very well structured, due in a large degree to both the size and qualifications of the staff. Another aspect leading to their effectiveness is the sponsorship of an organization (the Catholic Service Bureau) which has had a long history of initiating and administering social service projects.

The one outstanding problem which was mentioned by the staff of Ozanam was that of keeping the residence at capacity. They seemed to feel that the need for housing was great in Dade County, yet they were not receiving as many referrals as they thought they should.

E. MAY 14, 1974: DIVISION OF VOCATIONAL REHABILITATION (D.V.R.)

a. PROJECT SUMMARY:

The Division of Vocational Rehabilitation is an agency of the State Department of Health and Rehabilitative Services, which provides vocational rehabilitation to both physically and socially "handicapped" persons.

The Public Offender Unit of the D.V.R. is that section which is responsible for the rehabilitation of offenders. Their clients are referrals from the Stockade, the Dade County Jail, the Women's Detention Center, Probation and Parole, and the state prisons.

The Public Offender Unit offers the following services to their clients:

- a) General Medical Evaluation
- b) Psychiatric Evaluation
- c) Short-Term Therapy
- d) Individual and Group Counseling
- e) Vocational Training
- f) Educational Opportunities
- g) On-The-Job Training
- h) Job Placement
- i) Clothing, Tools and Maintenance

b. ON-SITE REPORT:

On May 14, 1974 the evaluation staff of the Criminal Justice Planning Unit conducted a site visit of the Public Offender Unit of the Division of Vocational Rehabilitation.

The purpose of this visit was to become familiar with the type of reporting forms in use by this organization and the type of data they collect.

The forms used by D.V.R. to record data on their clients was an application form which included the following information: name; social security; date of birth; age; sex; marital status; military status; education; and work experience.

Unfortunately, our staff was not able to review D.V.R.'s records due to the confidential nature of these reports. Therefore, no conclusions can be drawn as to their adequacy.

The only data available to our staff was the monthly report prepared by D.V.R. This report is categorized by counselor, case loads, number of referrals, and number of acceptances into the project.

F. MAY 15, 1974: COCONUT GROVE CARES, INC.

a. PROJECT SUMMARY:

Coconut Grove Cares, Inc. is a non-profit, private organization which has been operating in the Coconut Grove area since the 1940's.

The ex-offender clients they handle are referred from the court, the Stockade, the Dade County Jail and CORP. They also accept as clients walk-ins who are not formally referred through an agency.

The services offered to ex-offenders by this agency are: job placement, basic and advanced education, job training, clothing, food, money, and counseling.

b. ON-SITE REPORT:

On May 15, 1974 the evaluation staff of the Criminal Justice Planning Unit conducted a site visit of Coconut Grove Cares, Inc.

The purpose of this visit was to evaluate the type of records maintained by this organization and to become familiar with the type of data elements recorded by this agency.

Upon inquiry by our staff regarding the forms in use, we were informed that no uniform system existed to record data on each client. Coconut Grove Cares did have an application form they had designed but it was not currently in use. This form allowed for the adequate collection of the following:

- a) Personal Data
- b) Source of Referral
- c) Arrest Data
- d) Employment Data
- e) Medical History
- f) Job Placement
- g) Follow-Up Data

For those clients referred by CORP, the appropriate CORP records were kept. In addition, no cumulative monthly type of reports were kept.

G. MAY 20, 1974: RIVERSIDE HOUSE

a. PROJECT SUMMARY:

Riverside House is a project which provides housing for youthful probationers and parolees between the ages of 18 and 24 years. The offender participating in this project is either under the supervision of the Florida Parole and Probation Commission, Corrections and Rehabilitation Department or has been recently released from a correctional institution.

Riverside House offers client-oriented services directed towards the more recidivistic offender. These services offered by Riverside House are:

- a) Housing
- b) Individual Therapy and Counseling
- c) Family Counseling
- d) Psychological Evaluations
- e) Job Placement
- f) Educational Training

This project has the capacity to house 30 residents and provides a sentencing alternative to the court for those offenders who would ordinarily be sentenced to jail or prison.

b. ON-SITE REPORT:

On May 20, 1974 the evaluation staff of the Criminal Justice Planning Unit conducted a site visit of Riverside House.

The purpose of this visit was to determine what type of data was available and what forms were on each client. The staff was informed that no forms were currently in use (the project has only been operational for about a month) and that the only information they had on their clients was their name, source of referral and entries regarding counseling sessions attended by the client by date.

H. June 17, 1974: MULTIPHASIC DIAGNOSTIC CENTER

a. PROJECT SUMMARY:

The Multiphasic Diagnostic Center is a halfway house project under the supervision of Probation and Parole. This agency is funded through an LEAA grant from the State Planning Agency and has been operational since July, 1973.

The ex-offenders handled by this agency are probationers and parolees who in the past would have been incarcerated because of the lack of this type of program. Violent individuals or homosexuals are not permitted to participate in this program.

The services offered to ex-offenders by this agency are: housing for 20 clients, group counseling, physical and psychological evaluations, preparation of structured treatment programs, routine medical care, individual counseling, job placement, job training, vocational training, and educational placement.

b. ON-SITE REPORT:

On June 17, 1974 the evaluation staff of the Criminal Justice Planning Unit conducted a site visit of the Multiphasic Diagnostic Center.

The purpose of this visit was to review the type of records maintained by this agency, become familiar with the type of data elements recorded on clients and identify problem areas.

The forms used by the Multiphasic Diagnostic Center can be classified as follows:

- a. Monthly Summary Report Form
- b. Client Progress Report Form
- c. Monthly Population Report Form
- d. Notification of Admittance to Program Form
- e. Consent for Treatment and Release of Medical Information Form
- f. Medical History Form
- g. Structured Treatment Programming Form
- h. Project Status Report Form

Upon examination of the data gathered by this agency, the following information on each client was available from their forms:

- a. Personal Data
- b. Military History
- c. Health History- Medical and Psychological
- d. Counseling Services received while at center
- e. Job Placement/Job Training
- f. Education

- g. Referrals to other agencies
- h. Offense Record

The records in use by the Multiphasic Diagnostic Center appear to be adequate for basic data collection. Although the staff of the Criminal Justice Planning Unit did not see any client folders, it seems that the forms, if properly kept, could be very useful evaluation tools.

In regard to problems, the staff of the Multiphasic Diagnostic Center mentioned having difficulty in securing medical services for emergencies and in getting meaningful jobs for clients.

IV. SUGGESTED DATA ITEMS

The suggested data items included in this report represent the ideal or model for the type of information to be collected by ex-offender projects. The evaluation staff of the Criminal Justice Planning Unit is fully aware of the fact that data collection, on the scale presented in Section IV, is very time consuming and that it is not feasible at this time due to the limited staffing of existing ex-offender projects. Because of this, the Client Information Form and the Summary Service Form have been designed to include only vital information necessary to ex-offender projects.

The Client Information Form presented in this section has been developed with the intent of including all information crucial to the assessment and rehabilitation of potential ex-offender project clients. It is also hoped that this form will provide planners and evaluators with the information necessary to develop a profile of the type of clients seeking services from ex-offender projects; and in this way, provide a basis for the evaluation of these projects.

The Service Summary Form has been designed to include all necessary information for the evaluation of ex-offender projects. The staff was concerned mainly, with developing a form which would be simple to fill out yet inclusive enough to be useful in evaluating the services provided by projects.

SUGGESTED DATA ITEMS

I. PERSONAL IDENTIFYING INFORMATION

1. Name of ex-offender client
2. Present address, if any
3. Telephone where client can be reached
4. Birthdate
5. Sex
6. Race or ethnic origin
7. Marital status
8. Number of dependents
9. Name, address, telephone of person(s) to be contacted in case of illness or death of client
10. Social Security Number
11. Past or present medical problems or conditions
12. Past or present emotional or mental problems
 - (a) ever adjudicated "not guilty by reason of insanity"
 - (b) ever medicated or hospitalized for mental problem
 - (c) ever use out-patient counseling service for self, or for self and family
13. Education
 - (a) last school grade completed
 - (b) degree, certificate received; from what source (GED, prison program, etc.)
 - (c) other educational sources which ex-offender used
14. Employment History
 - (a) Current Status (unemployed, underemployed, employed, not in job market etc.)
 - (b) Approximate number of jobs held in last five years, excluding prison and military service
 - (c) Longest length of time spent in the same job, out of all jobs listed in (b)
 - (e) Average salary for jobs listed in (b)
 - (f) Ever receive vocational or job training? (what type training? where received?)
 - (g) If unemployed, and not seeking work, what is the reason? (in school, handicapped, etc.)

II LEGAL STATUS AND HISTORY

a. PRESENT STATUS

1. Adjudication pending?
2. If so, with what offense is the client charged?
3. Out on bond?
4. Out on own recognizance?
5. Ordered into ex-offender program as a condition of release, prior to trial?

6. On Probation? Length of Probation? Type of offense for which convicted? Name of probation officer, telephone
7. On parole? Length of parole? Type of offense for which convicted? Name of parole officer, telephone
8. Incarcerated? Where? Expected release date? Type of offense for which convicted?
9. On work release? Offense for which convicted?
10. Ordered into ex-offender program, as a condition of release, after conviction?
11. Mandatory release from jail or prison?
 - (a) sentence expired; amount of time served?
 - (b) found "not guilty" amount of time held?
12. In the court case which determines the client's present legal status, is (was) the client represented by a private attorney or by a public defender?
13. Name and telephone of attorney.

b. PREVIOUS LEGAL HISTORY

1. Number of prior adult convictions
2. Type of offenses for which convicted
3. For each conviction, indicate:
 - (a) disposition of case - probation, amount of time served, etc.)
 - (b) whether client was represented by public defender or private attorney
 - (c) whether conviction was by jury, judge or plea bargaining
4. Age at first arrest
5. Age at first conviction
6. Did ex-offender have a juvenile record
7. Number of other family members convicted
8. Approximate number of total arrests

c. CONTACTS WITH POLICE WHILE IN EX-OFFENDER PROGRAM

1. Number of contacts known
2. Purpose of police contact
3. Result of police contact (questioned, taken to station and later released; booked, etc.)

III. SERVICE NEEDS IDENTIFIED - BY EX-OFFENDER - BY STAFF

The following listing covers many service needs commonly identified by ex-offenders and the people who work with them. However, any intake form or process should allow for the identification of new or unusual needs, by the ex-offender or the project staff.

Job placement	housing
better job than present one	family counseling
vocational training	help with a special problem
transportation	(addiction, emotional, etc.)
clothing	food
emergency cash	remedial education
individual counseling	continuing education
legal aid	social security card
non-legal representation in court	medical or dental care

IV. SERVICES PROVIDED BY EX-OFFENDER PROGRAM

- a. Services successfully provided, including categories listed above and all other categories of service. It should be clearly designated whether the services were provided
 - (a) directly by the ex-offender project
 - (b) as a result of successful referrals to other community resources or agencies
- b. Attempts to provide identified needs or services
 - (a) unsuccessful actions on behalf of an ex-offender by the project staff
 - (b) Unsuccessful referrals to other community agencies or resources

V. ADMINISTRATIVE DATA

1. Date of referral by third party (project first learns about an offender, but has not had direct contact)
2. Date of first direct contact with client
Prior to release or after release?
3. Date of Acceptance (actual entry into program, beginning of service delivery)
4. Date of Rejection
5. Reason for rejection
6. If rejected for program, was ex-offender referred elsewhere?
7. Was referral successful in meeting ex-offender's needs?
8. Source of ex-offender's referral to, or information about, the program.
9. Personal property listing, signed by ex-offender, at time of his entry into program.
10. Amount of time completed in the program.
11. Program status at last contact? (drop-out, graduate, asked to leave, re-arrested, etc.)
12. Job and/or school status at last contact with the program.

V. SUGGESTED DATA COLLECTION FORMS

CLIENT INFORMATION

UNIFORM DATA COLLECTION FORM FOR EX-OFFENDER PROJECTS

DATE REFERRED

1st. PRE-RELEASE INTERVIEW

1st POST-RELEASE INT.

DATE REFERRED grid

1st. PRE-RELEASE INTERVIEW grid

1st POST-RELEASE INT. grid

CLIENT NUMBER

REFERRING PARTY

DATE ACCEPT./REJECT.

CLIENT NUMBER grid

REFERRING PARTY grid

DATE ACCEPT./REJECT. grid

STATUS AT ACCEPTANCE/REJECTION

- 1. Accepted Resident 2. Accepted Non-Resident 3. Rejected Program 4. Rejected, Non Suitable 5. Rejected, No Openings.

REFERRED BY

- 1. Self 2. Co. Agency 3. Fed. Agency 4. State Agency 5. Attorney 6. Private Agency 7. Judge 8. CORP 9. Prison/Jail 10. Friend/Relative 11. Printed Media 12. Broadcast Media 13. Other

NAME LAST FIRST MIDDLE

Name grid

HOUSE NUMBER STREET NAME

House Number and Street Name grids

APT. NUMBER CITY ZIP CODE TELEPHONE

Apt. Number, City, Zip Code, and Telephone grids

SEX MARITAL STATUS 1. Male-HOH 2. Female-HOH 3. Male-not HOH 4. Female-not HOH 1. Single 2. Married 3. Divorced 4. Widowed 5. Separated

RACE/ETHNIC 1. Black 2. Non-Latin White 3. Cuban 4. Puerto Rican 5. Oriental 6. Mexican American 7. Other Latin 8. American Indian 9. Other

AGE BIRTHDATE SOCIAL SECURITY NUMBER NO. DEPENDENTS

Age, Birthdate, Social Security Number, and No. Dependents grids

HIGHEST GRADE COMPLETED 1. None 2. 1-6 3. 7-9 4. 10-11 5. HS Grad. 6. HS Equiv. 7. Post Grad 8. Grad. Jr. College 9. Grad. Col. 10. Grad. Work 11. Grad. Degree

EMPLOYMENT STATUS 1. Unemployed, seeking work 2. Underemployed 3. Working P/T 4. Temp. Work 5. Working Fulltime 6. Unable to Work 7. Other

VOCATIONAL TRAINING STATUS AT TIME OF ACCEPTANCE/REJECTION

- 1. No voc. training 2. Voc. training begun but not completed 3. Completed one voc. training course 4. Completed more than one course

MEDICAL HISTORY

- 1. Present physical disability 2. Present mental disability 3. Both one and two

LEGAL STATUS AT TIME OF ACCEPTANCE/REJECTION

- 1. Adjudication pending/out on bond 2. Adjud. pending/out on recognizance 3. Adjud. pending/out in custody 4. Adjud. pending/ordered to program 5. On probation/program volunteer 6. On probation/ordered to program 7. On parole/program volunteer 8. On parole/ordered to program 9. On work release 10. Mandatory release/sentence expired 11. Mandatory release/not guilty 12. Incarcerated 13. Other

IF APPLICABLE, NAME OF PROBATION OR PAROLE OFFICER LAST FIRST MIDDLE

Probation or Parole Officer name grids

CHARGES OR CONVICTION WHICH DETERMINED ABOVE LEGAL STATUS

- 1. Crime against person 2. Crime against property 3. "Victimless" crime (e.g. gambling, public drunkenness, etc.)

CLASSIFICATION OF ABOVE CHARGE OR CONVICTION

- 1. Misdemeanor 2. Felony

NUMBER OF ADULT CONVICTIONS

Number of Adult Convictions grid

SERVICES NEEDED BY CLIENT (SEE CODE)

Services Needed by Client grid with codes JP, VT, TR, ED, IC, FC, GT, PE, MT, EC, CL, MC, SS, LA, CR, TL, SA

CLIENT STATUS ON LEAVING PROGRAM

- 1. Completed program 2. Left voluntarily 3. Left against legal order 4. Change in legal status 5. Dropped from program 6. Death 7. Other

NUMBER OF DAYS IN PROGRAM

Number of Days in Program grid

VOCATIONAL TRAINING STATUS AT END OF PROGRAM

- 1. Completed vocational training 2. Dropped out of training 3. Currently enrolled in paid training 4. Currently enrolled in non-paid training 5. Not applicable

ACADEMIC STATUS AT END OF PROGRAM

1. Completed academic program 2. Dropped out of academic program
 3. Enrolled in school full-time 4. Enrolled in school part-time
 5. Not applicable

EMPLOYMENT STATUS AT END OF PROGRAM

1. Unemployed/seeking work 2. Underemployed 3. Working full-time
 4. Working part-time 5. Working/temporary 6. Unable to work
 7. Not working/student 8. Other

HOURLY WAGE AT END OF PROGRAM (IF EMPLOYED)

Dollars Cents

I. CODES

A. Referral Source Code:

PB- Probation	SI- State Correctional Institution
ST- Stockade	DJ- Dade County Jail
SF- Self	FI- Federal Correctional Institution
PR- Parole	SA- Social Service Agency
WD- Women's Detention Center	

B. Services Provided Code:

JP- Job Placement	MC- Medical/Dental Care
VT- Vocational/Job Training	SS- Social Security
TR- Transportation	LA- Legal Aid
ED- Educational Placement	CR- Non-Legal Representation in Court
IC- Individual Counseling	TL- Tools
FC- Family Counseling	SA- Special Assistance (any area that does not fall under the previously coded categories).
GT- Group Therapy	
PE- Psychological Evaluation	
MT- Maintenance(Food/Housing)	
EC- Emergency Cash	
CL- Clothing	

C. Source of Service Code:

AS- Provided directly by agency completing report.
RS- Provided by referring client to other agency.
US- Unable to provide service.

II. INSTRUCTIONS

- A. In the appropriate spaces, fill in the client's first and last name, case number, and date of birth.
- B. Under Referral Source, fill in appropriate code in space provided. For code see "A" above.
- C. Under Services Provided, check appropriate code for the service(s) rendered either by your agency or agencies to which you have referred clients. If unable to provide service, explain under "Comments". If Special Assistance has been checked, also explain the nature of the assistance under "Comments".
- D. Under Source of Service, check the appropriate category.
 - If service has been provided by an agency other than yours, state the name of that agency in the blank provided.
- E. Under Comments, provide all previously requested information if applicable. Also write in this area any pertinent information necessary to the analysis of the data provided in this form.
- F. In the appropriate spaces, fill in the client's race, sex and release date.

CLIENT QUESTIONNAIRE

AS A FORMER CLIENT OF THE _____ PROGRAM FOR EX-OFFENDERS, YOUR OPINIONS AND IDEAS ABOUT THE PROGRAM WOULD BE VERY VALUABLE IN HELPING US TO IMPROVE SERVICES TO OTHER OFFENDERS. WE WOULD APPRECIATE YOUR TELLING US, ON THIS FORM, WHAT YOU LIKED AND DISLIKED ABOUT THE PROGRAM AND WHAT CHANGES AND IMPROVEMENTS YOU WOULD LIKE TO SUGGEST.

YOU DO NOT HAVE TO SIGN YOUR NAME IF YOU DO NOT WISH.

THANK YOU FOR YOUR HELP.

1) Do you think that the rules and regulations of the program were clear and understandable? Check one. YES NO

Were the rules reasonable and fair? YES NO

2) If you disagreed with some parts of the program, please tell what you disagree with, and WHY you disagree.

3) If the program gave you some help, please tell what parts of the program helped you the most to get back into society and avoid further trouble with the law.

4) While in the program, was there enough time and opportunity provided for you to talk with the counselors and other staff workers? Check one. YES NO

VI. SUGGESTED CLIENT INTERVIEW FORM

5) Do you think that the staff workers in the program had helpful attitudes toward you and were really interested in you?

Please check one.

Most of the staff workers seemed helpful and interested in me.

Some of the staff workers seemed helpful and interested in me.

Very few or None of the staff workers seemed helpful or interested in me.

Comments: _____

6) Did you have enough opportunity to participate in the decisions which were made about the kinds of services you received in the program? Check one. YES NO

7) Were there some services you needed, but which the program did not, or could not, help you to get? Check one. YES NO

If you checked "YES", please list the services which you wanted but did not get in the program.

8) Please tell us about any other changes or additions which you would like to suggest for the program.

9) Please judge the total program. Check one

GOOD FAIR BAD

10) If you had a brother or a sister or friend who was an ex-offender and needed some help, would you advise him to come to our program? Check one. YES NO

Please tell why you checked the answer you did.

IF YOU WERE A RESIDENT IN A LIVE-IN PROGRAM, PLEASE ANSWER THE FOLLOWING QUESTIONS:

11) Please judge the physical condition of the whole residence, and its location. Check one box under each category.

PHYSICAL CONDITION

LOCATION

GOOD

GOOD

FAIR

FAIR

BAD

BAD

12) Please judge the physical conditions of your personal living quarters in the residence. Check one.

GOOD

FAIR

BAD

PLEASE RETURN YOUR FORM IN THE STAMPED, PRE-ADDRESSED ENVELOPE WHICH IS PROVIDED.

THANK YOU VERY MUCH FOR ALL YOUR THOUGHTS AND SUGGESTIONS.

VII. MODEL PROGRAM STANDARDS AND GOALS

Figures on recidivism make it clear that existing systems have not provided adequate means for the successful re-entry of the ex-offender into society. Currently existing programs dealing with the ex-offender population have not been able to meet the needs of this group effectively. It is, therefore, hoped that through the establishment of standards and goals for all ex-offender programs, better utilization of existing programs and improvement of these will occur.

The establishment of specific standards and goals enable professionals and the public to know where the system is heading, what it is trying to achieve, and what in fact it is achieving. In developing the standards for ex-offender programs, the staff directed its research to existing programs and practices and to criminal justice planning documents.

The recommended standards and goals reflect, in a large part, the suggested standards contained in the following publications: A National Strategy to Reduce Crime based on the recommendations of the National Advisory Commission on Criminal Justice Standards and Goals and Guidelines And Standards For Halfway Houses And Community Treatment Centers published by the Law Enforcement Assistance Administration Technical Assistance Division.

RECOMMENDATIONS FOR STANDARDS AND GOALS FOR COMMUNITY-BASED
EX-OFFENDER PROGRAMS

I. ADMINISTRATION

1. Any agency establishing or operating an ex-offender program will be a legal entity or a part of a legal entity.

2. Each ex-offender program, whether public or private, will establish personnel policies and make them available to all employees.

3. The agency will manage its financial affairs in accordance with standard accounting practices, legal requirements, as well as the guidelines and regulations of any public body or other agency, foundation or funding source sponsoring the program.

II. PROGRAM

1. The physical facility to be used for the ex-offender program should be either constructed or renovated, as well as adequately equipped and located, so as to promote the most efficient and effective operation possible in order to achieve program goals.

2. It is preferable to utilize and, if necessary, renovate an existing structure, than to design and construct a new facility.

3. The physical condition of the building will be such as to meet the minimum electrical, plumbing, sanitation, building, fire and other applicable codes of the governmental jurisdiction in which the ex-offender program is located.

4. The ex-offender program should be reasonably close to public transportation, employment and vocational opportunities, medical, psychiatric, recreational and other community resources and agencies to be utilized by the center for its clients.

5. First aid equipment and trained personnel will be available at all times to handle cases of medical emergency.

6. The agency will develop, have in written form, distribute to its staff, and post in a conspicuous location, the details of an emergency fire plan. New staff members will be given a complete orientation of the fire plan, while older staff members should be tested at least quarterly to insure their awareness of what action to take in case of fire.

7. The agency will clearly state in writing its purpose, programs, and services offered. This will be done in a form suitable for distribution to staff, clients, referral sources, funding agencies and the general public. Its program and services must have a direct relationship to its stated purposes as they appear in the agency's constitution, articles of incorporation, by-laws or statutes, if the agency is part of a public entity. The programs and services must be based upon identified needs in the community in which it is located.

8. An agency operating an ex-offender program will provide the following services either directly or by referral:

- a. shelter
- b. food service
- c. temporary financial assistance
- d. individual counseling
- e. group counseling
- f. vocational counseling
- g. vocational training
- h. employment counseling and placement
- i. vocational and/or employment evaluation
- j. academic upgrading, e.g., GED, basic education, college courses, etc.
- k. medical services, including psychiatric and dental care
- l. psychological evaluation
- m. psychological counseling or therapy
- n. any other services as needed to fill identified ex-offender needs for a particular individual client.

9. All agencies servicing ex-offenders will provide clearly identified resources that are relevant and essential to the success of the program and will utilize the resources of other agencies in order to provide services needed by its clients but which cannot or should not be provided directly by the agency.

10. Each ex-offender project will establish clearly defined and written intake policies and procedures. Such policies and procedures will state the type of client acceptable for admission to the program.

- a. Intake policies will be disseminated to all referral sources.
- b. Clearly defined age limits for admission to the program will be established by the agency.
- c. Any category or categories of potential clients not eligible for admission into the program must be clearly stated in the intake policies.
- d. Prospective clients ineligible for admission for services and their referral source must be informed of the reasons for their ineligibility. When possible, these clients should be referred to other agencies for services.

11. Program goals and services to be offered must be discussed with each individual client upon acceptance into the program.

12. The individual treatment program established for the client will be done with a maximum degree of client involvement.

13. The agency will develop procedures for the evaluation of its clients in order to determine client progress in the program. Conferences, formal or informal, will be held regularly to review such progress and to alter or develop further treatment plans. For the greatest effectiveness, clients must be involved deeply in their own evaluation process.

14. The agency should participate actively in the efforts of community planning organizations as they relate to the agency's field of service, and should conduct a program of public information, using appropriate forms of communication-- such as the news media, brochures, speaking engagements, etc., to encourage understanding, acceptance and support of its program.

15. The agency will maintain accurate and complete case records, reports and statistics necessary for the conduct of its program. Appropriate safeguards will be established to protect the confidentiality of the records, and minimize the possibility of theft, loss or destruction.

16. A single case record for each client admitted to the program or served by the agency will be maintained so as to communicate clearly, concisely and completely, appropriate case information.

17. Individual case records will be maintained on a current basis, and will include:

- a. Identification data.
- b. Reports from referral sources.
- c. Pertinent case history.
- d. Diagnosis, when appropriate.
- e. Problems, needs and goals.
- f. Services provided by the agency.
- g. Referrals for services to other agencies.
- h. Evaluation or progress reports.
- i. Correspondence pertinent to the client's case.
- j. Record of any significant incidents, both positive and negative.

- k. Signed release of information form, where appropriate.
- l. Previous and current employment data, including employment status and hourly wage.
- m. Current educational data.
- n. Project discharge report, including summary statement.
- o. Follow-up reports to be done one month, three months and one year after completion of the program by the client.
- p. Other information necessary and appropriate to the program and/or individual client's case.

18. Agencies operating ex-offender programs will establish methods and procedures for evaluating the effectiveness of their program.

19. Evaluation must measure the outcome of the program and services offered in relation to the agency's stated purpose and goals. Program and service effectiveness must be measured by recognized evaluation techniques, interviews with clients after termination, and when possible, by formal research.

20. The results of evaluation should be reviewed on a systematic basis by the staff and governing body to determine:

- a. the effectiveness of the program and services in fulfilling the state purposes and goals of the agency, and

- b. the basis for change, modification or addition to the program and services offered by the agency.

III. PERSONNEL

1. The agency must employ competent and qualified staff to provide the services essential to achievement of program goals and client needs. "Competent personnel" is not interpreted to mean simply those qualified by academic background, but also by personality and temperament for the type of ex-offender program operated.
2. The agency must provide competitive salaries and benefits in order to attract and retain competent personnel.
3. Minimum qualifications for professional staff will be four years of college plus two years of experience, or a Master's Degree in one of the behavioral sciences. Experience may be substituted for educational background, but the ratio of such substitutions must be spelled out clearly in job qualifications. However, when standards of qualification have been established by recognized professional groups, the agency will not adopt less than those as minimum standards for its professional staff.
4. The agency will establish standards of qualification for its para-professional personnel.

5. When standards of qualification have not been established by an organization or group for a particular position, the agency must establish reasonable qualifications and an on-going assessment of competence in job performance.

6. A balance of professionals, para-professionals and ex-offenders is the preferred staffing pattern.

IV. RESIDENTIAL PROGRAMS

In addition to the previously stated Program Standards, the following standards should be implemented by residential programs for ex-offenders:

1. Adequate food service facilities, meeting all sanitation and health codes, will be made available for community-based ex-offender residential programs. It is highly preferable, where economically feasible, that food service be offered "in-house" rather than contracted out.

2. The residence must be adequate in size to meet the needs of the program and comfortably accommodate the number of clients it serves.

3. The number of ex-offender residents in a residential program must not exceed twenty. There should be no more than three residents per sleeping room. Residential programs, where the client's normal length of stay is ninety to one hundred and twenty days, lose their effectiveness with large populations. The whole concept of a community-based residential program,

whose residents remain for a limited period of time, is predicated on giving the client as much and as intensive treatment as possible in the time allotted. Such a program cannot be effective with a large population. With the amount of turnover in resident population, staff could not begin to really know their clients as they need to, in order to help them make some constructive changes and in order to prepare them for the full re-entry into the community.

V. VOLUNTEER PROGRAMS

In addition to the previously stated Program Standards, the following should be implemented by volunteer programs:

1. The administrative unit of a volunteer program should be responsible for:
 - a. Design and coordination of volunteer tasks.
 - b. Screening and selection of appropriate persons to serve as volunteers.
 - c. Orientation to the system and training of volunteers as required by tasks.
 - d. Professional supervision of volunteer staff.

2. Special efforts should be made to recruit volunteers from the ranks of minority groups, the poor, the inner-city residents, ex-offenders who can serve as success models, and professionals who can bring special expertise to the field.

3. Training should be provided to volunteers in order to give them an understanding of the needs and lifestyles common among ex-offenders and to acquaint them with the objectives and problems of socialization and rehabilitation.

4. A paid volunteer coordinator should be provided for efficient program operation.

5. Insurance plans should be available to protect the volunteer from any mishaps experienced during participation in the program.

6. Honorary recognition should be given to volunteers making an exceptional contribution to an agency.

7. The client load for volunteers should be one or two clients at any given time. Although a maximum of three clients, when necessary, should be permitted.

END