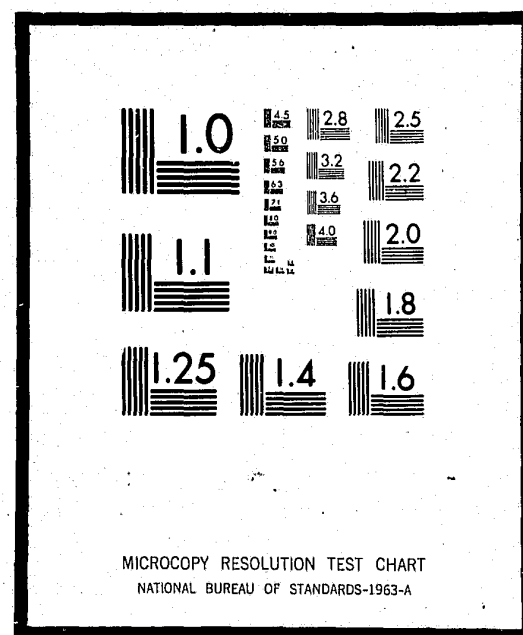


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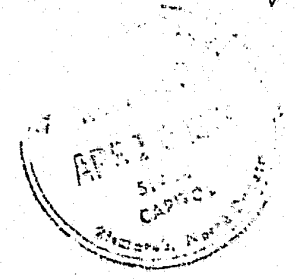
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1/23/76



EVALUATION

(ND)
TURTLE MOUNTAIN GROUP HOME
AND

DELINQUENCY PREVENTION COMMISSION - Evaluation

Prepared By

CHARLES HALL YOUTH SERVICES

April, 1974

17245
EVALUATION

BACKGROUND

In November of 1973, Mr. Dennis Goetz and Mr. Oliver Thomas of the Law Enforcement Assistance Administration asked this agency, Charles Hall Youth Services, to evaluate the Turtle Mountain Group Home and that part of the Turtle Mountain Delinquency Prevention Commission that is related to the Group Home in Belcourt, North Dakota. Since that date, CHYS has been in direct contact with Ms. Mary Ellen Brown, Project Director and a member of the Commission. CHYS made arrangements with Mary Ellen Brown to visit with the Commission, related staff of the Group Home and other interested personnel on Tuesday, Wednesday and Thursday, February 13, 14 and 15, 1974.

Prior to that time, CHYS requested and received the following reports so as to facilitate their time when in Belcourt:

1. Comprehensive Financial Report for Fiscal Year, 1972-73
2. Commission Members
 - A. Staff
3. Report on Current Child Population for 1973
4. Profile of Group Home Caseload
5. Report on Closed Case Population for 1973
6. Statistical Report - Total Caseload, 1973
7. Identification of a Control Group
8. Job Description for House Parents
9. Prospectus
10. Constitution and By-Laws of the Commission
11. The Original Proposal to HEW
12. Continuation Proposal to LEAA
13. Minutes of Commission Meetings for 1973

All of the above material, except for the Comprehensive Financial Report, was received the day before the evaluation was to take place. Consequently, the evaluators had to spend considerable time the night of Monday, February 12th in Rolla, digesting the information made available to CHYS. The Financial Report was given to CHYS during the Commission Meeting, the morning of February 13th.

In carrying out the on-site phase of the evaluation, the evaluators

1. Spent one morning meeting with the Turtle Mountain Delinquency Prevention Commission
2. Spent an afternoon and evening interviewing the Service Supervisor (Counselor), the House Parents and all of the youth at the Group Home
3. Interviewed representatives of the Commission, the Tribal Court, School Officials, Public Health Social Workers, the Chairperson of the Tribal Council and Rolette County Social Service Workers
4. Conducted an overview of the financial situation and followed cases of the control group

Ms. Mary Ellen Brown was extremely helpful to the evaluators as she set up all interviews and gave freely of her time while we were in the Turtle Mountain area. It is to our regret, that we were not able to interview the guardians of one of the youth in the Group Home, but the snow cover was so deep that we were unable to penetrate the area in which the guardians lived.

Based on our three days at Turtle Mountain and prior communications in this area, it should be noted that there are many people and groups that are concerned about this program. The evaluators wish to thank the Commission, Staff and particularly, Mary Ellen Brown for their cooperation and communication.

The purpose and goals of the program are relatively clear and are appropriate to the community as stated in the original request to HEW for funding. The same can be said for the Prospectus. All too often though, the original purpose and goals of a program are not understood by the community within which the Group Home is situated, nor do the Board of Directors fully understand the goals and purposes. It is the duty, in fact an obligation, of the Director/Administrator to inform all new Commission members of the early history of the organization by presenting them with the original Prospectus and Proposal, not to mention representative copies of minutes of previous meetings. To give these items to the new Commission members is not enough; he/she must understand the goals and purposes and it is up to the Director to make sure that the new Commission member understands the role of the Commission to the Agency.

The evaluators from CHYS evolved a number of questions and areas to observe from the Prospectus and By-Laws prior to meeting with the Turtle Mountain Juvenile Delinquency Prevention Commission. We first met with the Commission during a regular meeting held on Tuesday, February 13, 1974 at 9:30 A.M. The entire meeting was taped and observations were recorded. During the initial part of the meeting things went swiftly, but thereafter, the Commission seemed to bog down and lacked any particular direction. It became obvious that there was no agenda in evidence, nor was there any orderly procedure to the meeting. Items of business were brought up in a haphazard manner and were handled in a lackadaisical fashion. Although most of the Commission understands how a meeting should be run, the leadership was lacking. We feel that the whole approach to this meeting permeates the entire Commission and in effect, the Commission becomes part of the basis for some of the ills that they are suffering from.

RECOMMENDATION

Commission meetings are held for the purpose of giving the people involved a chance to get together to set goals, plan, make decisions, take action and evaluate what they have done.

It is the duty of the Chairperson to see to it that the meeting keeps moving. Each Commission member, especially the Chairperson, should know what is supposed to be acted on first and what will follow during the meeting. Planning and preparing of an agenda prior to the meetings helps the Chairperson conduct the meeting in an orderly sequence. Following is how an agenda should be prepared:

- check the minutes of the previous meeting and note any unfinished business
- include committees or members who are to make reports
- the Secretary should go over all correspondence that has been received since the last meeting. Important letters should be summarized and a report on them prepared.
- the Financial Officer should have a report prepared
- check all the new business which has come up since the last regular meeting and everything that is scheduled to come up before the next regular meeting. Note everything that the Commission must take action on
- allow time for new business from the floor or for general discussion at the end

SAMPLE AGENDA OUTLINE

1. Call meeting to order - Chairperson

2. Roll call of attendance
3. Minutes of previous meeting - Secretary
4. Correction and approval of Minutes
5. Treasurer's Report
6. Reports of Committees
7. New Business
8. New Business
9. General Discussions
10. Adjournment - Setting of date, time and place of next meeting

If the above recommendation is followed, we are sure that the Commission will begin to maintain some direction that was in evidence a year ago.

We noted that employees of the Commission were in attendance at the meeting and whenever a motion was called for, they voted for or against. There is nothing wrong in employees attending the Commission Meeting, but we get the impression that employees attend regularly. This, in itself, will hamper the Commission as they seek direction. The Commission is the employer and as the employer has the right to demand that certain employees be in attendance at a particular Commission Meeting, but not as a course of regular action. Obviously, the employee has no status as a voting member of the Commission.

We also noted in the Prospectus that House Parents will participate in the formulation of policies. There is no way that this should be allowed to occur. House Parents are employees, not the employer. The Prospectus and the By-Laws mention that the Commission will hire or appoint a Director and put the entire program in the Director's hands. The Commission seems to be fragmented in this area. Too many people are making decisions that are the Director's responsibility.

RECOMMENDATION

The Commission should clarify the lines of communication. If the Director makes a decision, it is not to be OVERRIDDEN by individual members of the Commission. The Director carries out Commission policies. The Director should not have to defend decisions to individual Commission members, unless there is a duly called Commission Meeting and then the basis of discussion should be between the Director and the Commission, not other employees and the Commission.

As previously pointed out, the Commission seems to lack direction. The Commission members who were in attendance seem to be good responsible people who are interested in the success of the program.

RECOMMENDATION

We feel that Commission members should not be from the same area of responsibility. Two of your members are from the Tribal Court. One member from the Tribal Court would be representative. Turtle Mountain has excellent resources and these resources should be represented on the Commission.

Near the end of the Commission meeting, the Commission wondered why other Commission members were not attending. The Commission noted that their By-Laws called for dismissal from the Commission if the absences were not for just cause.

RECOMMENDATION

Notices of Commission Meetings, along with minutes of the previous meeting and agenda, be sent to all Commission members, one week prior to the called meeting.

The Commission did not involve themselves when policy questions were raised.

It is the duty of the Chairperson to elicit responses to policy questions.

A number of times, we thought the Chairperson wanted to make some observations, but felt because he was the Chairperson, that he had no right to jump in. His thoughts and observations are important to the Commission and should be solicited by the Commission members. There are some members who are not contributing to the Commission. The Chairperson should solicit observations from all Commission members. All of you have much to add to the inquiry and are doing the Commission a disservice by not contributing your input.

THE HOME

First, let us set the scene as we observed it when visiting the Group Home.

The exterior of the Group Home is rather stark. In that we observed the Home in the winter time with rather a deep snow cover, may have had something to do with the appearance. The Home could be typed as a salt box residence. One enters the Home from the east side of the house. The living room, dining room and kitchen, albeit the kitchen is rather small, presented a neat and orderly appearance. The House Mother, Lillian LaFountain, sat down with the evaluators at the dining room table. We had intended to tape our conversation with her, but the recorder was so obviously threatening to her that we put it away.

We asked Mrs. LaFountain for a tour of the Home and proceeded upstairs.

The bedrooms were also neat and orderly, but the boy's bedroom in the northeast corner of the upper story as contrasted to the girl's bedroom (right across the hall) was stark and totally devoid of any chairs. A padlock was observed on the House Parents' door. After the upstairs, we proceeded

to the basement which has just been remodeled. One room, the recreation room, has a pool table in it. A bathroom has been installed in the northwest corner with a boy's bedroom off the bathroom. In order to gain admittance to the boy's bedroom, one has to pass through the bathroom. We particularly noticed that the freezer was locked, a cabinet in the basement was padlocked and a cabinet on the landing, before the basement was padlocked. Also, the hinges on the cabinets were painted black as contrasted to the neutral colors on the walls.

All of the bulbs in the house were sooty black and were discoloring from the inside out. Lillian told us that she spent \$10.00 - \$12.00 per month on light bulbs.

RECOMMENDATIONS

1. The locks on the bedroom and the different cabinets, not to mention painting the hinges black, permeates the whole atmosphere to an attitude of distrust of the Home to the youth. And believe me, the youth know it. We were told that the youth will steal you blind and I'm sure quite a bit goes on. In short, get the locks off the doors and cabinets. If not, you are challenging the youth to beat the padlock game and at the same time, not setting a positive atmosphere in which a treatment program must take place. This is a Group Home, not a Residential Treatment Center.
2. Work out some other arrangements for sleeping quarters upstairs. Boys and girls on the same floor is asking for it. Entrance to the basement bedroom should not be through the bathroom. The youth must have some privacy.

3. The basement stairs are extremely slippery and need rubber mats on each stair, or someone is going to have a bad accident. Also install a railing on the basement stairs.
4. (Previously covered with Mary Ellen Brown) We could find absolutely no evidence of any fire extinguishers anywhere in the Home. Frankly, it scared us considering the previous problems with the lack of insulation and the current problem with the wiring.
5. (Previously covered with Mary Ellen Brown) As noted above, the light bulbs are a sooty black and are being burned from the inside. Minutes of a previous Commission Meeting revealed that the new kitchen stove had to have a new coil, as the original had burned out. We first suspected that somehow or other the voltage was being stepped up, but finally realized that the installed original wiring is not rated high enough for 110 volts. Therefore, the amperes are being stepped up causing the bulbs to turn black and eventually snapping the filaments on each bulb. Regardless, this situation must be corrected or eventually the Home will experience a direct short and cause an instantaneous fire and that scares us.

STAFF AND YOUTH

While in Belcourt, we interviewed the present staff consisting of Carolyn Azure, Group Living Counselor and the House Parents, Mr. and Mrs. Louis LaFountain. The substitute House Parents were not available and we suspect that the House Parents made sure they were not available.

Before we arrived in Belcourt, we considered the possibility that we

knew some former staff too well and therefore, couldn't be completely neutral. We felt that we could handle the chance of negatives becoming a part of our thought process, but now realize that rumors became a part of our process whether we liked it or not. But even so, the fact that we realize that rumors invaded some of our thoughts contributed to a positive assessment.

We were more than surprised to find out that the Counselor was a volunteer. We fully understand that the Commission was in a bind to find a Counselor, but no treatment is better than poor treatment. We are not saying that the Counselor provided a poor treatment program. In fact, she operated as a Counselor, in very trying circumstances. If we were the Counselor, we would have opted out and we do feel the Counselor did just that. When one employs a volunteer, you can bet that the volunteer's main responsibility comes first and the Commission second. A volunteer, although well-meaning, simply cannot give you the hours that are needed in a treatment program and eventually will retreat, unknowingly, from the pressures that are inherent in this type of program.

The House Parents presented us with another view of the operation. We had previously heard that the House Parents were running the program to the detriment of the Commission and the youth involved. To make a quick assessment is to say that the House Parents are not just running the program, they are the Dictators of the entire program. Now, this isn't all their fault. They know the Commission is divided and they will keep it that way if they can. The Commission, if it is to remain viable, must present a united front and they must delegate the responsibility of the program to a Director.

Frankly, we were appalled at some of the things that the Commission has

let happen. We feel that the initial decision to hire the House Parents was a good one. They have formerly been foster parents and we would hazard a guess, that they were good foster parents. But somewhere along the line of their tenure, the Commission let them get out of hand! We understand that the Commission is aware of this fact, but strangely enough, they are aware as individuals, not as a group.

Let us spell out exactly what we found going on and frankly, we were amazed to see some of these feelings just pouring out all over the place. We feel that the youth in the Group Home have been programmed by the House Parents to reflect the House Parents' feelings. Carl Soronen, he's an S.O.B.; Mary Ellen, who is she?; Carolyn Azure, haven't seen her in ages; all of this from the youth. Admittedly, the youth were somewhat hostile and leary of us, but their feelings about specific individuals was extremely negative.

When we arrived at the Commission Meeting Tuesday morning, we were immediately informed of three runaways over the weekend; two former residents of S.I.S. and a young girl. Strangely enough, no one seemed too concerned as to why and how it happened. Through interviews with various people, we came to the conclusion that the runaways were set up by the House Parents. They didn't engineer it, but they surely let it happen and encouraged it by their own actions. The girl involved related to a person in the community that she gave the boys her allowance to buy some booze, but she didn't drink any - oh, come on! The three runaways returned from a basketball game on Friday night around 10:30 P.M. They went downstairs and played pool. The House Mother checked on them at midnight and, "They were all playing pool." At 3:00 A.M. she said, she heard the side door close. She went to the window

and watched the three take off. Eventually, she called the police and the three were picked up thereafter. One of the boys, who slept upstairs, sneaked upstairs, packed his clothes and then left. Two things occurred to us immediately. How come the three were up at that hour of the morning with no one being concerned. And obviously, why wasn't the boy heard while he was packing upstairs, but the side door was heard opening and closing. Then to top the whole thing off, the Counselor when notified of this on Saturday couldn't see them on Saturday as she had to attend a funeral, but the Counselor also didn't bother to see the youth until the Monday, following. The House Parents left them in jail over the weekend to, "teach them a lesson." The boys and the girl had been in jail before, so that was nothing new.

All of the above is rather wordy and detailed, but it is done that way to indicate to the Commission that they are being had.

Yes, it is true that the House Parents are actually Dictators, but a great deal of the blame rests with the Commission. We noted that the House Parents had not received any type of raise since their initial employment date, nor were they being paid for filling an alternate House Parents' job (the alternates quit). These facts can't help but contribute to much unrest. We suspect that the House Parents aren't paid properly due to the Commission wanting them to resign and solve the Commission's problem. If that is so, it obviously hasn't worked, nor will it ever work until the Commission acts as a unit.

In short, there is no communication between the Counselor and the House

Parents and that is just what the House Parents want. The House Mother assumes the disciplinarian role and is the authority figure. The House Father seems to play a rather passive role and doesn't seem to be contributing too much to his position. As he opts out more and more, the burden will fall on the House Mother's shoulders.

RECOMMENDATION

From all of the above, it would be easy for us to recommend that the House Parents be discharged. But we don't feel that drastic action such as discharge would totally solve your problem. We read the job description for the House Parents. It consists of five full pages of responsibilities and that is just too much. The people described in the job description simply don't exist. The Commission should boil the description down to a one page simple description. In the past, the House Parents have been sent away for training. We would venture a guess that this type of training provides the House Parents with a wonderful vacation, but is not beneficial to the program. We would suggest in-service training for the House Parents and Turtle Mountain has the resources to provide same.

The House Parents need to know that the Commission will support them when they make and carry out positive decisions. But they also need to be brought up short when they execute negative decisions that are not in the best interest of the youth and the entire program. The Commission, probably because they are split, cannot let the House Parents make negative decisions through political channels. Somehow the Commission must understand and get it straight that they, as a corporate body, are the employer. But as individuals, they are the employers and as such, are contributing to the unrest created by the House Parents.

Also, the Commission must evaluate the House Parents in terms of performance on the job. If the Commission decides not to raise their salary, they had best let the House Parents know why and settle some of the unrest at that point. If, in fact, the House Parents are filling a previously paid position (the Alternates), then pay them for that position. As an additive, the House Parents have to be charged for room and board as part of the conditions of the position. If you are figuring \$2.00 per day, and that is rather high, for food per child, then the House Parents must be charged 30 days times \$2.00 or \$60.00 for Social Security purposes only, not for withholding purposes. The same goes for their room. We would charge them \$25.00 per month for their room.

All of the above, in the category of staff, brings us to our final and most important recommendation. We strongly feel that the Commission and staff lack direction because they lack a Field Worker and a Counselor as hired employees. We realize that funds are a factor in the lack of these employees. But, we feel that the responsibilities of a Field Worker and Counselor could be combined into one position. Admittedly, the youth could become mixed up as they see the role of this person, but we feel that with a careful delineation of responsibilities, this position would become very meaningful to the Commission, staff and the youth. This person would identify the youth in need of care, would interpret the program to the community, would provide group and individual counseling to the youth and the staff and could provide in-service training to the staff. But this person must be given the responsibility to carry out his duties and would be the only employee to report to the Commission.

COLLATERAL CONTACTS & INTAKE

Due to the cooperation of Mary Ellen Brown, we were able to interview a number of people in the Tribal Court, Rolette County Social Service Board, Bureau of Indian Affairs - Social Services & Education, Public Health Services and the Tribal Council.

To sum up the reaction of collateral contacts would be to say that half of those interviewed didn't know what the Group Home was about and the other half, although they knew of the Group Home, didn't see it as fulfilling its primary purpose. These observations were for varied reasons, but some of the reasons repeated themselves rather frequently.

Intake was a constant complaint and a constant concern. From the summary of the caseload in 1973, one gets the impression that all too frequently, the Home was used as a dumping ground for those youth requiring short term or shelter care. Unfortunately, this creates a hostile atmosphere in the Home between the long term residents and the short term residents. Resources in the community need to know what the Group Home is for and that is a constant ongoing communication structure that must be implemented. As the Group Home becomes known to all of the resource people, you will also begin to find good House Parents in the community that will never be reached unless the program is communicated constantly. The files on the youth in residence revealed that the Commission was accepting their responsibility to maintain adequate records and seemed to be getting all the facts before Intake. In a few instances, it became evident that the House Parents had verbally accepted youth before the Intake Committee acted upon same. This must be straightened out.

In some cases, it was pretty evident, that the people being interviewed didn't really care if they were interviewed or not. One constant remark was, "Why isn't the Home filled?" Again, the Commission must realize that a full Home does not necessarily mean eight youth in the Home. With turnover, discharges and what have you, the maximum number to be considered as full is six. On six, you figure your per child cost; not eight. A number of people saw the Home as accepting little angels, not youth who really needed care. In short, your referral agencies need to know what is the rationale of the Group Home. That is, who do you accept and who do you reject and why.

In one interview, and we will mention the source, for it is important for the Commission to know this, the complaint centered on the acceptance of S.I.S. youth. This was the Tribal Court and we think they have a legitimate complaint. It is obvious that the Home is not and has not accepted youth who are referred to the Tribal Court. Consequently, the Tribal Court needs to know what delinquent and predelinquent means. There are any number of youth referred to the Tribal Court who are not delinquent, but if left to their own shortsightedness, they surely will be. We feel that the Tribal Court is a legitimate referral structure and the youth that they refer should not be rejected out of hand. At the same time, the Tribal Court must understand that they cannot sentence a youth to the Group Home. Somewhere along the line, the Tribal Court and the Commission must understand each others role and how they can adjust to each other.

We interviewed one person, who saw himself as a listener, not a doer. Then this person spoke for the better part of one hour with all sorts of ideas

that reflected on the program. This person exhibited a real feeling level and we were very impressed with this person.

We asked each person and group what they saw as the most important areas for improvement for the Commission and the Group Home. These are summarized as follows:

1. House Parents either have to be released or retained and told who is responsible to who
2. Must hire alternate House Parents
3. The youth need more recreation. House Father does not support this as he should
4. Intake has to be clarified

AN ANALYSIS OF THE CHARACTERISTICS & NUMBERS OF
YOUTH REFERRED TO THE GROUP HOME IN 1973

Of the fifteen (15) youth referred to the Group Home in 1973

1. All were supported by a welfare program prior to placement in the Group Home.
2. All have allegedly committed unadjudicated acts such as truancy, petit theft, unruliness, etc.
3. All received twenty-four (24) hour child care outside their parental home prior to admission to the Group Home.
4. Eleven (11) of fifteen (15) came from one parent families.
5. Ten (10) of fifteen (15) were deprived children.
6. Ten (10) of fifteen (15) repeatedly ran away from home/foster home.
7. Nine (9) of fifteen (15) received Family Foster Care prior to admission to the Group Home.

8. Seven (7) of fifteen (15) were involved in court other than as a deprived child.
9. Three (3) of fifteen (15) have previously been placed at S.I.S.

Five (5) were referred by Rolette County Social Services

Four (4) were referred by BIA - Social Services

Four (4) were referred by State Youth Authority

One (1) was referred by Wells County Social Services

One (1) was referred by Turtle Mountain School

We feel, at this time, that it would be inaccurate and inappropriate to compare the above youth with a control group of youth who were not referred to the Group Home. This should not take place until the deficiencies of Intake and the staff situation is improved.

AN ANALYSIS OF THE COSTS OF THIS TYPE OF CARE

To begin with, the evaluators were given a Comprehensive Financial Report for fiscal year, 1972-73. This report indicates a working balance of \$5,061.20, carried forward to 1973-74 fiscal year. But, when these figures are checked in the Commission's account books the following transpired:

Beginning Balance, July 1, 1972	\$ 8,961.17
Income, 1972-73	28,165.62
Total Income	37,126.79
Less Expenses	31,795.99
Working Balance	\$ 5,330.80

Therefore, this evaluator could not get the account ledger to agree with the Report. When checking the account book, it becomes obvious that the

books are maintained in an orderly haphazard fashion and impossible for this evaluator to trace costs.

Regardless, the attempt was made, but the cost figure is open to question because we can't be positive we have the correct figures.

The 1972-73 fiscal year Financial Report showed a total expenditure of \$31,795.99, but included capital items that we removed and treated as a mortgage loan. Therefore, we finalized the expenditure chargeable to Group Care as \$20,081.94. The remaining \$11,714.05 was prorated as a ten-year mortgage at 8% interest or \$1,268.00 per year. Adding \$20,081.94 and \$1,268.00 reflects an expenditure figure of \$21,349.94. The number of months of total residency by the youth was 43. Dividing 43 into \$21,349.94 projects a cost per child figure of \$496.00 per month. Even if we were to forget the projected cost figure, the cost per child, per month would be \$467.00.

If one accepts the proposed budget for 1973-74, the expenditure total is \$13,973.00 for four (4) youth and two (2) House Parents. If one projects eight (8) youth with the corresponding increase in the budget to \$22,813.00, the cost per month, per child would be \$237.00.

RECOMMENDATIONS

First and foremost, the ledger books should be set up in a simple ledger account, so that cost figures can be derived on a monthly basis rather easily. The Treasurer should be required to render a monthly report of income, expenditures and balance to the Commission. The Treasurer should also render a quarterly item by item accounting to the Commission. A Finance

Committee should be appointed to come to grips with the reality of a budget that is balanced. The food expense in the Group Home of \$4,569.00 for four (4) youth and two (2) adults is way out of line. Someone is ripping the Commission off.

The Bureau of Indian Affairs has repeatedly said that if a group can prove a higher per child, per month figure that they will pay it. So be it. Show them the figure. The State will never fall into line.

The Commission should install a USDA Milk Program that returns 2¢ on every half pint of milk consumed by the youth. The Commission should also check out the Commodity program for institutions.

SUMMATION

With the program operating as it is now, the Commission is operating a good Custodial Home, but not a Group Home. With a service component installed such as a Field Worker/Counselor, the Commission would be on the right road.

Above all, we see the Turtle Mountain Commission as having the nucleus to install and maintain a good treatment program. They have interested people, good resources, but the Commission must face their responsibilities as a united group. Once the Commission becomes united, the remainder will fall into place.

END

EVALUATION STATUS

Date 18 April 74 (of review)

1. Grant # 2-68
2. Program B-1.1
3. Title GROUP Home for Adolescent & sub
4. Grantee Charles Hall at Switzer (British agency?)
5. Projected completion date of project (#of months left) _____
6. How was the project to be evaluated?
 - ☐ a) The subgrantee with the assistance of objective consultants will conduct an in-house evaluation of the project according to a pre-determined objective research design.
 - ☐ b) Technical assistance will be furnished by staff members of the Law Enforcement Council or by the Technical Assistance Division of the Law Enforcement Assistance Administration to conduct the evaluation.
 - ☒ c) The evaluation will be completed by an individual, an educational institution or organization that has been contracted to provide this service to the subgrantee.
 - ☐ d) Does not apply - D N/A
 - ☐ e) Unknown
7. Procedure:
 - ☐ a) Project will be evaluated on an individual basis.
 - ☒ b) The evaluation of the project will be part of a more comprehensive evaluation.
 - ☐ c) The responsibility for evaluation has not been assigned yet.
 - ☐ d) The project will not be evaluated.
 - ☐ e) Unknown
8. Was the project set aside in the evaluation plan as a project to be evaluated?
 - ☒ a) Yes
 - ☐ b) No
 - ☐ c) D N/A

9. Has an evaluation been completed?

- ☒ a) Yes
- ☐ b) No
- ☐ c) None proposed
- ☐ d) D N/A
- ☐ e) Unknown

10. If not completed, number of months till evaluation is due to be completed.

- ☐ a) Months
- ☒ b) D N/A

COMMENTS:

END