



Supreme Court of Illinois
ADMINISTRATIVE OFFICE OF THE ILLINOIS COURTS

**CFY2020 Annual Plan
Champaign**

Submission Date: 9/25/2019 12:59:10

This is to confirm your submission of Section 1.G (Policies and Procedures) of the Annual Plan for your county fiscal year 2020. Below are the responses you provided.

Please retain a copy for your records and to submit to your Chief Judge and County Board for final review once your plan is complete.

1. Policies and Procedures Submitted for Approval

- a. **New or updated policies and procedures submitted for approval with updates highlighted (Not including ICJ, Probation Casework, or Risk Assessment Website). ***

No

- b. **If marked "Yes", attach new policies and procedures with updates highlighted (Please label appropriately)..**

If applicable, please refer to the document you attached at submission.

2. ICJ Updated Policies and Procedures - Rule Changes

- a. **Attach policies and procedures for the Interstate Commission for Juveniles (ICJ). ***

Please refer to the document you attached at submission.

3. Probation Casework Standards Policies and Procedures

- a. **Probation Casework Standards policies and procedures submitted for approval. ***

Yes

- b. **If marked "Yes", attach new policies and procedures.**

If applicable, please refer to the document you attached at submission.

4. Risk Assessment Website Policies and Procedures

- a. **Risk Assessment Website policies and procedures submitted for approval. ***

Yes

- b. **If marked "Yes", attach new policies and procedures.**

If applicable, please refer to the document you attached at submission.

Thank you.

Christine Boyd

Administrative Office of the Illinois Courts

**JUVENILE INTERSTATE TRANSFER
POLICY AND PROCEDURES
CHAMPAIGN COUNTY, ILLINOIS
EFFECTIVE OCTOBER 1, 2019**

To insure public safety and the orderly movement of probationers between the states, the Interstate Commission for Juveniles (ICJ) has established rules governing interstate movement which have the force of federal law. These rules are amended periodically. The Commission also issues advisory opinions to interpret any of its rules when necessary.

Under statute *45 ILCS 11* Illinois is a member state of this Compact and "*...shall enforce this Compact and take actions necessary and appropriate to effectuate the Compact's purposes and intent.*" It shall be the policy of Champaign County to strictly adhere to the ICJ rules. Probation officers, charged with the responsibility of transferring juvenile probationers between states, shall continually review the Commission's website for changes in rules and issuance of advisory opinions. Probation officers shall also participate in the on-line training provided by ICJ through its website.

All correspondence regarding interstate transfers shall be forwarded to the Administrative Office of the Illinois Courts (AOIC) following the workflow established in **the federally approved data system**. A probation officer is to forward information to the designated supervisor for review. The supervisor shall then forward the communication to the AOIC for additional review and forward to the appropriate receiving jurisdiction. Champaign County probation officers shall not communicate in any manner, verbally, or in writing, with other states' probation systems on interstate compact cases.

ICJ has access to all probationer records and the capability of auditing these records. ICJ may review any record, at any time, for accuracy and completeness. Any document, case note, or communication in **the federal data system** may be viewed by any authorized user. The name and designation of the person responsible for communication entered in **the federal data system** is electronically date and time stamped at the moment of entry. Champaign County shall contact the AOIC to request probation officer and supervisor access to **the federally approved data system**. A database shall be maintained by the AOIC of all authorized users, their email address and their designation. Champaign County shall immediately forward any changes to the list of authorized users to AOIC.

This policy contains minimum standards covering the basic requirements of the Interstate Commission for Juveniles (ICJ). Each county shall follow written policy and procedures for the transfer of cases under juvenile interstate compact that fully comply with these standards as well as the ICJ rules but shall further specify county policies on additional areas such as but not limited to: obtaining required documents, violations, failed placements and warrants. These policies can refer to other existing policies on the same topic or if no such policy exists, the county shall provide a policy to address how these topics will be handled by their probation department.

I. Transfer of Supervision of Illinois Juveniles to Other States

A. Eligibility for Transfer of Supervision

1. A juvenile, who has more than ninety (90) days or an indefinite period of supervision remaining at the time the sending state submits the transfer request, shall be eligible for transfer under ICJ if the following conditions are met:
 - a. is classified as a juvenile in the sending state; and
 - b. is an adjudicated delinquent, adjudicated status offender, or has a deferred adjudication in the sending state; and
 - c. is under the jurisdiction of a court or appropriate authority in the sending state; and
 - d. has a plan inclusive of relocating to another state for a period exceeding ninety (90) consecutive days in any twelve (12) month period; and
 - e. Will reside with a legal guardian, relative, non-relative or independently, excluding residential facilities or is a full-time student at an accredited secondary school, or accredited university, or licensed specialized training program and can provide proof of acceptance and enrollment.
2. A request to transfer supervision of offenders who do not meet eligibility criteria may be submitted on a discretionary basis. The request must provide sufficient documentation to justify the transfer.
3. A request for the transfer of supervision for the sole purpose of collecting restitution and/or court fines is not permitted.

B. Sending a Request for Transfer of Supervision

1. Champaign County shall complete and forward the following documents using the federally approved data system to the AOIC Interstate Compact Unit:
 - a. Form IV Probation Investigation Request;
 - b. Form IA/VI Application for Services and Waiver and Memorandum of Understanding and Waiver, and a signed version of the IA/VI;

- c. Order of Adjudication and Disposition;
 - d. Conditions of Supervision;
 - e. Petitions and/or Arrest Report(s);
 - f. Legal and Social History, if available;
 - g. Information as to whether the juvenile is subject to sex offender registry requirements in the sending state along with supportive documentation;
 - h. Form V Report of Sending State Upon Probation Being Sent to Receiving State, if the juvenile is not already residing in the receiving state; and
 - i. supervision history, if the juvenile has been on supervision for more than 30 calendar days at the time the transfer request is submitted;
 - j. Any other pertinent information deemed to be of benefit to the receiving state.
2. Additional documents may be requested by the receiving state. The sending state shall be responsive and timely in forwarding additional documentation at the request of the receiving state. The receiving state will not delay the investigation pending receipt of the additional documentation.

NOTE: All documents must be checked for accuracy and completeness. The AOIC will not authorize a document for delivery to another state until the complete transfer request is forwarded.

C. Juvenile Sex Offenders

1. When transferring a juvenile sex offender, Champaign County shall not allow the juvenile to transfer to the receiving state until the sending state's request for transfer of supervision has been approved or reporting instructions have been issued by the receiving state.
2. When it is necessary to place a juvenile sex offender out of state with a legal guardian prior to the acceptance of supervision, and there is no legal guardian in the sending state, Champaign County shall notify the AOIC Interstate Compact Unit. If the circumstances justify the use of a travel permit, including consideration of the appropriateness of the placement, Champaign County shall forward a travel permit in the

federally approved data system along with a written explanation as to why ICJ procedures for submitting the referral could not be followed.

3. Champaign County shall transmit a complete ICJ referral to the receiving state within ten (10) business days of the travel permit being issued. In addition to the material required in section B, the referral shall include safety plan specific assessments (if available), Risk Assessment, Victim Information, and the recommended supervision and treatment plan.
4. The receiving state shall advise the sending state of applicable registration requirements, if any, and the sending state shall be responsible for communicating the requirements to the juvenile and family in a timely manner.
5. Champaign County shall maintain responsibility until supervision is accepted in the receiving state.

D. Denial of Supervision by the Receiving State

1. If the transfer of supervision in the receiving state is denied, Champaign County shall make transportation arrangements for the return of its juvenile within five (5) business days.

E. Acceptance of Supervision by the Receiving State

1. After accepting supervision, the receiving state will assume the duties of visitation and supervision over any juvenile, including juvenile sex offenders, and in exercise of those duties will be governed by the same standards of visitation and supervision that prevails for its own juveniles released on probation.
2. Champaign County should receive a progress report on a quarterly basis. Additional reports shall be sent in cases where there are concerns regarding the juvenile or there has been a change in placement.
3. Champaign County is financially responsible for treatment services ordered by the appropriate authority in the sending state when they are not available through the supervising agency in the receiving state or cannot be obtained through Medicaid, private insurance or other payor.
4. At any time during supervision if a juvenile is out of compliance with conditions of supervision, the receiving state shall notify the sending state of the conditions violated within ten (10) business days of discovery. Champaign County shall respond to a report of violation

made by the receiving state no later than ten (10) business days following receipt by the sending state. The response shall include the action to be taken by the sending state, which may include a request to continue supervision, and the date that action will occur.

F. Retaking, Failed Supervision, Absconding and Early Discharge

1. Champaign County can retake a juvenile who was transferred to another state at its sole discretion. In those cases where the juvenile is suspected of having committed a criminal offense or an act of juvenile delinquency in the receiving state, the juvenile shall not be retaken without the consent of the receiving state until discharged from prosecution, or other form of proceeding, imprisonment, detention or supervision.
2. If the ICJ Application for Compact Services and Memorandum of Understanding and Waiver Form (ICJ Form IA/VI) has the appropriate signatures, no further court procedures will be required for the juvenile's return.
3. Upon a request from the receiving state, Champaign County shall make transportation arrangements for the return of the juvenile(s) within five (5) business days in accordance with these rules when:
 - a. A legal guardian remains in the sending state and the supervision in the receiving state fails as evidenced by the juvenile no longer residing in the residence approved by the receiving state due to documented instances of violations or when an alternate residence is determined to be in the best interest of the juvenile due to documented violations and no viable alternatives exist in the receiving state or when an immediate, serious threat to the health and safety of the juvenile and/or others in the residence or community is identified and the receiving state has documented efforts or interventions to redirect the behavior.
 - b. The juvenile is not residing with a legal guardian and that person requests the juvenile be removed from his/her home. The sending state shall secure alternative living arrangements within five (5) business days or the juvenile shall be returned. This time period may be extended with the approval of both ICJ Offices.
 - c. A juvenile student transfer of supervision fails.
4. If a juvenile cannot be located under the provisions of 5-102 the

receiving state shall submit a violation report to the sending state.

5. The receiving state may submit to Champaign County a request for the early release of the juvenile from probation. In such cases, Champaign County shall be provided the opportunity to consider the matter, to advise the court of jurisdiction of the request, and to make known any objection or concern before the case is closed. Any decision for early release shall be made by the appropriate authority in Champaign County. Champaign County will forward a copy of the discharge report or notification to close based on the receiving state's recommendation, or if the request to close has been denied, provide a written explanation within sixty (60) calendar days as to why the juvenile cannot be released from probation.

G. Illinois Probation Juveniles Apprehended in Other State

1. Upon notification from a holding state that an Illinois probation juvenile has been apprehended, Champaign County will notify the AOIC ICJ office in writing of the intent to retake the juvenile or quash the warrant.
2. If mandated per other applicable ICJ rules, such as a failed supervision, quashing a warrant will not remove Champaign County's responsibility to return the juvenile.

H. Warrants

All warrants issued for a juvenile subject to the Compact shall be entered into the National Crime Information Center (NCIC) with a nationwide pick-up radius and not eligible for bond.

Champaign County will notify their local State's Attorney's Office and Court when juvenile retaking or nationwide juvenile warrants are required.

I. Travel Permits

1. Champaign County shall issue travel permits for the following juveniles traveling out-of-state for a period in excess of twenty-four (24) consecutive hours:
 - a. Juveniles who have been adjudicated for:
 - i. Sex-related offenses;
 - ii. Violent offenses that have resulted in personal injury or death;
 - iii. Offenses committed with a weapon;

- b. Juveniles who are:
 - i. relocating pending a request for transfer of supervision and who are subject to the terms of the Compact;
 - ii. returning to the state from which they were transferred for the purposes of visitation;
 - iii. transferring to a subsequent state(s) with the approval of the initial sending state;
 - iv. transferred and the victim notification laws, policies, and practices of the sending and/or receiving state require such notification;
2. The travel permit shall not exceed ninety (90) calendar days. If for the purposes of testing a proposed residence, a referral is to be received by the receiving state's ICJ Office within thirty (30) calendar days of the effective date of the Travel Permit. The issuing state shall ensure the juvenile has been instructed to immediately report any change in status during that period.
3. When a travel permit exceeds thirty (30) calendar days, Champaign County shall provide specific instructions for the juvenile to maintain contact with Champaign County.
4. Authorization for out-of-state travel shall be approved at the discretion of the supervising person unless the sending state has notified the receiving state that travel must be approved by the sending state's appropriate authority.
5. Travel permits shall be completed using Form VII in the federally approved data system and a signed copy shall be also uploaded to the file.
6. Travel permits shall be submitted to the receiving state prior to the juvenile's travel.

II. Transfer of Supervision of Other States' Juveniles to Illinois

A. Supervision Requests

1. When Champaign County receives a transfer request in the federally approved data system from a sending state, the case shall be assigned to a Probation Officer.
2. The transfer request must be investigated, including an in-person home visit to the proposed residence. Champaign County shall complete the

investigation and respond to a sending state's request by completing a home evaluation (Form VIII) in the federally approved data system indicating if the residence is recommended or not recommended. Only the AOIC Interstate Compact Unit is authorized to accept or deny supervision of a juvenile after considering a recommendation by the investigating officer.

3. If supervision is accepted by Champaign County, the Home Evaluation (Form VIII) must include reporting instructions. The reply is to be forwarded using the federally approved data system. It must also include any special conditions to which the juvenile is subject (special condition(s) that would have been imposed on the juvenile if sentence had been imposed in Illinois) and any conditions of the sending state that Illinois is unable to enforce.
4. If supervision is denied, the reason for denial must be consistent with ICJ rules, and must be included in the Home Evaluation (Form VIII). The reply is to be sent using the federally approved data system.

B. Acceptance of Supervision by Champaign County

1. Champaign County shall supervise a juvenile transferred under the interstate compact in a manner consistent with the supervision of other similar juveniles sentenced in Illinois.
2. Champaign County shall not be permitted to provide no supervision. It is the expectation of the rules that a juvenile will be under some supervision for the duration of the conditions placed upon the offender in the sending state.
3. Champaign County Probation shall not impose a supervision fee on any juvenile who is supervised under the provisions of the ICJ.
4. Champaign County must complete a progress report using Form IX Quarterly Progress, Violation or Absconder Report on no less than a quarterly basis. Additional reports shall be sent in cases where there are concerns regarding the juvenile or there has been a change in placement.
5. If an out-of-state juvenile who is being supervised in Champaign County is alleged to have committed a significant violation of the terms of probation, the probation officer shall complete and submit a Form IX Quarterly Progress, Violation or Absconder Report and mark violation within 10 calendar days of discovery of the violation.
6. Upon a request from Champaign County, the sending state shall make

transportation arrangements for the return of the juvenile(s) within five (5) business days in accordance with these rules when:

- a. A legal guardian remains in the sending state and the supervision in the receiving state fails as evidenced by the juvenile no longer residing in the residence approved by the receiving state due to documented instances of violations or when an alternate residence is determined to be in the best interest of the juvenile due to documented violations and no viable alternatives exist in the receiving state or when an immediate, serious threat to the health and safety of the juvenile, and/or others in the residence or community is identified and the receiving state has documented efforts or interventions to redirect the behavior.
 - b. The juvenile is not residing with a legal guardian and that person requests the juvenile be removed from his/her home. The sending state shall secure alternative living arrangements within five (5) business days or the juvenile shall be returned. This time period may be extended with the approval of both ICJ Offices.
 - c. A juvenile student transfer of supervision fails.
7. If there is reason to believe a juvenile being supervised by Champaign County has absconded, Champaign County shall attempt to locate the juvenile. Such activities shall include, but are not limited to:
- a. Conducting a field contact at the last known place of residence;
 - b. Contacting the last known school or employer, if applicable; and
 - c. Contacting known family members and collateral contacts.

C. Other State Juveniles in Illinois Custody

1. When an out of state juvenile is apprehended in Illinois, runaways and accused status offenders who are a danger to themselves or others shall be detained in secure facilities until returned by the home/demanding state. Per OJJDP exemption, holding of an out of state juvenile is permitted per interstate compact rules.
2. The holding state shall advise the Illinois ICJ office that a juvenile is being detained.

3. The juvenile will be informed at a court hearing by the judge in the holding state of their due process rights and asked to sign ICJ Form III Consent for Voluntary Return of Out-of-State Juveniles.
4. If the juvenile refuses to sign the ICJ Form III, Champaign County shall notify the AOIC ICJ office and continue to hold the juvenile until the requisition process is completed.

D. Closing Supervision

1. The sending state has sole authority to discharge/terminate supervision of its juveniles with the exception of:
 - a. When a juvenile is convicted of a crime and sentenced under the jurisdiction of the adult court of the receiving state and the adult sentence is longer than the juvenile sentence. A copy of the adult order shall be forwarded to the sending state with the case closure notice (Form X).
 - b. Cases which terminate due to expiration of a court order or upon expiration of the maximum period of probation may be closed by the receiving state without further action by the sending state. In such cases, a final progress report (Form IX) and case closure (Form X) shall be forwarded in the federally approved data system within five (5) business days of the expiration date.
2. After Champaign County has accepted a probation case for supervision, the juvenile shall relocate within ninety (90) calendar days. If the juvenile does not relocate within this timeframe, Champaign County may close the case with written notice to the sending state. The sending state may request an extension, providing an appropriate explanation, or may resubmit the referral at a later date.
3. Champaign County can terminate supervision of an out-of-state juvenile upon notification that a warrant has been issued by the sending state for a juvenile who has absconded from supervision in the receiving state, or if the juvenile has been on absconder status for ten (10) business days.
4. Champaign County may submit to the sending state a request for the early discharge/termination of the juvenile from probation. In such cases, the sending state shall be provided the opportunity to consider the matter, to advise the court of jurisdiction of the request, and to make known any objection or concern before the case is closed. Any

decision for early discharge/termination shall be made by the appropriate authority in the sending state. The sending state will forward a copy of the discharge/termination report or notification to close, based on the receiving state's recommendation; or if the request to close has been denied, provide a written explanation within sixty (60) calendar days, as to why the juvenile cannot be discharged/terminated from probation.

5. The sending state shall close the case when the sole purpose of supervision is collecting restitution and/or court fines.

**CHAMPAIGN COUNTY PROBATION &
COURT SERVICES DEPARTMENT
PROBATION CASEWORK STANDARDS
POLICIES AND PROCEDURES**

**CHAMPAIGN COUNTY ADULT PROBATION DIVISION
PROBATION CASEWORK STANDARDS
ILLINOIS ADULT RISK ASSESSMENT**

**CHAMPAIGN COUNTY ADULT PROBATION DIVISION
PROBATION CASEWORK STANDARDS
ILLINOIS ADULT RISK ASSESSMENT**

REFERRAL AND CASE ASSIGNMENT

These Policies and Procedures are intended to be read in conjunction with the AOIC Casework Standards for Adult and Juvenile Probation Officers published January 2019, including any subsequent amendments.

I. POLICY:

Adhering to national research that shows increased effectiveness when probation services are initiated as soon as possible once a client is placed on supervision, case intakes are a priority and will be completed as quickly as possible while maintaining quality services throughout the process.

II. DEFINITIONS:

Champaign County Cases: Cases filed in Champaign County by the Champaign County State's Attorney's Office.

Courtesy Supervision Cases: Cases that originate in another Illinois County and Champaign County agrees to provide supervision as a courtesy to another county. Full judicial authority remains with the county requesting Courtesy Supervision. These cases are sent directly from the referring county to the Supervisor of Adult Services, or his/her designee, via U.S. Mail, email or fax for case initiation.

Interstate Compact Cases: Cases that originate in another state and Champaign County agrees to provide supervision as a courtesy to another state under the provisions of the Interstate Compact for Adult Offender Supervision. Full judicial authority remains with the state requesting courtesy supervision.

III. PROCEDURES:

A. All Champaign County Cases are typically received directly from the courtroom on the day the individual is placed on probation. Once received, the following guidelines are followed:

1. Case assignments are made by a Supervisor or designee.

2. Once the individual reports to the Probation Department, Administrative staff will greet the client and instruct him/her to complete a demographics information sheet. Administrative staff will place the completed demographics information sheet in the case file.
 3. Administrative staff will also give the client the ARA Self-Report Questionnaire at intake with instructions to return the completed Questionnaire at their first office visit with their assigned Probation Officer.
 4. Administrative staff will locate the case in JANO and accept the case into the Probation system.
 - a. Administrative support staff will not enter assessments and/or case plans into the website.
 - b. If authorized by a Supervisor, administrative support staff may enter client demographic information, run statistical reports, and enter program information (referral agencies).
 5. Case assignments first take into consideration specialty cases (e.g., Sex Offenders, Drug Court, First Offender, Second Chance). Clients who qualify are assigned to the appropriate specialized caseload. Clients not assigned to a specialized caseload are assigned by rotation.
 6. The client is assigned a Probation Officer and scheduled an appointment within 14 days of the court date.
 7. The assigned Probation Officer is provided a case file by Administrative staff on the day it is assigned.
 8. The assigned Probation Officer enters more detailed information into JANO, including, but not limited to: address, employment, case notes, supervision level, etc.
 9. If the client does not report to the Probation Department following his/her sentencing hearing, Administrative staff will complete a "no show" intake and provide the file to the assigned Probation Officer as above. The assigned Probation Officer will initiate contact with the client within seven (7) days to schedule an intake.
- B. All Courtesy Supervision and Interstate Compact Cases are received by the Champaign County Probation Department post-disposition. Once received, the following guidelines are followed:

1. The Supervisor of Adult Services reviews the request for supervision and, if acceptable, forwards the case information to Administrative staff for assignment.
2. Administrative staff enters the case in JANO and assigns the case to the appropriate Probation Officer.
3. Case assignments first take into consideration specialty cases (e.g., Sex Offenders, First Offender, Second Chance). Clients who qualify are assigned to the appropriate specialized caseload. Clients not assigned to a specialized caseload are assigned by rotation.
4. The assigned Probation Officer is provided a case file by Administrative staff on the day it is assigned.
5. The assigned Probation Officer will initiate contact with the client within seven (7) days to schedule an intake.
6. The assigned Probation Officer enters more detailed information into JANO, including, but not limited to: address, employment, case notes, supervision level, etc.
7. The assigned Probation Officer completes Progress Reports in accordance with Champaign County Interstate/Intrastate policies.
8. In the case of an instantan intrastate transfer, the assessment is to be completed by the receiving county if one has not been completed in the sentencing phase.
 - The receiving county is required to enter the assessment and the case plan and share the information (via the UC-ITSC platform) with the original department.
9. In the case of an assessment and/or case plan completed prior to intrastate transfer, it is the sending county's responsibility to transfer the assessment and case plan to the receiving county (via the UC-ITSC platform) and notify the receiving county that a new case was transferred to them.
 - The receiving county is then required to search for the new case, assign a Probation Officer and ensure the case remains shared with the sending county.

**CHAMPAIGN COUNTY ADULT PROBATION DIVISION
PROBATION CASEWORK STANDARDS
ILLINOIS ADULT RISK ASSESSMENT**

ORIENTATION

These Policies and Procedures are intended to be read in conjunction with the AOIC Casework Standards for Adult and Juvenile Probation Officers published January 2019, including any subsequent amendments.

I. POLICY:

Orientation is the overview of probation. This process incorporates role clarification, which ties in with the relationship principle of core correctional practices. The orientation process is designed to build rapport and enhance collaboration by creating clarity, understanding, and agreement through shared discussion of each other's roles and responsibilities.

II. DEFINITIONS:

None.

III. PROCEDURES:

- A. Once a person is placed on probation, an initial orientation to probation shall be conducted by the Probation Officer assigned to the case. The following procedures will apply to the orientation process:
1. The Probation Officer will meet with the client within 14 days of the individual being placed on probation.
 2. The Probation Officer will collect, verify and update all demographic information including current residence address, date of birth, family information, school information, employment, etc.
 3. The Probation Officer will provide an explanation of the probation process, clearly stating the expectations and goals of probation. The Probation Officer will discuss and establish roles and boundaries of the client and the Probation Officer during the term of supervision.

4. The Probation Officer will help the client identify what he/she expects from their Probation Officer and what they hope to accomplish during their period of supervision.
5. The Probation Officer will explain the parameters of confidentiality and what that entails as it pertains to their duties as a Probation Officer, as an officer of the Court, and as a mandated reporter as required by 325 ILCS 5/4.
6. The Probation Officer will have all necessary Authorizations for Release of Information signed.
7. The Probation Officer will review all court-ordered terms and conditions with the client during orientation. The Probation Officer will ensure that the client has a copy of all Court orders and will answer any questions the client may have regarding his/her court-ordered conditions.
8. The Probation Officer will schedule the next appointment and inform the client that the Adult Risk Assessment (ARA) instrument will be completed during the next office visit.

DRAFT

**CHAMPAIGN COUNTY ADULT PROBATION DIVISION
PROBATION CASEWORK STANDARDS
ILLINOIS ADULT RISK ASSESSMENT**

ASSESSMENTS AND RE-ASSESSMENTS

These Policies and Procedures are intended to be read in conjunction with the AOIC Casework Standards for Adult and Juvenile Probation Officers published January 2019, including any subsequent amendments.

I. POLICY:

All actively-supervised Probation cases will have an assessment utilizing the Adult Risk Assessment (ARA) system. Officers must enter all assessment and case plan information into the UC-ITSC website and follow all Department policies and AOIC standards with respect to timelines for completing these processes.

Champaign County also utilizes validated ancillary tools, particularly for sex offenders. Risk assessments will be used as the foundation of supervision. They establish risk classification to determine a client's supervision level in order to safeguard the community and provide proper case supervision. The assessment process helps guide case decisions that identify who will most likely respond to interventions, what needs must be addressed to reduce recidivism, and how the Probation Officer matches the interventions.

II. DEFINITIONS:

Adult Risk Assessment (ARA): An assessment instrument approved by the AOIC to determine the level of risk; identify protective factors and responsivity factors; and guide Probation Officers in their case supervision.

Ancillary Risk Assessment: An assessment specializing in measuring risk for reoffending behaviors within certain specialized offender populations.

III. PROCEDURES:

A. The ARA assessment process is required on all cases which are actively supervised by a Probation Officer. The supervision level of a client will be determined using the results of the ARA. The Probation Officer will:

1. Complete an ARA and Initial Home Visit on all clients within 60 days of being assigned a client for supervision. Non-reporting cases do not require an

ARA. The Probation Officer must follow the outlined process when conducting an ARA:

- The Probation Officer will complete a preliminary case file review before conducting the ARA. This includes reviewing information from collateral sources such as LEADS, NCIC, previous terms of community corrections, etc.
 - Administrative staff will give the client the ARA Self-Report Questionnaire at intake with instructions to return the completed Questionnaire at their first office visit with their assigned Probation Officer. This will be completed before the face-to-face interview and will be reviewed by the Probation Officer prior to completing the ARA.
 - The Probation Officer will explain the assessment process and how the information gathered from the case file, collateral information, and the Self-Report Questionnaire will be utilized.
 - The Probation Officer will meet with the client and use the ARA Interview Guide to gather the necessary information to score the ARA. Questions in the ARA Interview Guide cannot be deleted or skipped. When appropriate, the Probation Officer will use follow-up questions for clarification and to gain more comprehensive and accurate information from the client.
 - The Probation Officer is to employ effective interviewing techniques to obtain accurate and in-depth information from the client during the interview.
 - The ARA will be scored using the ARA Scoring Guide. The scoring of the ARA is conducted after the interview and not in the presence of the client.
 - Once the ARA interview has been completed, the completed Score Sheet, Interview Guide, and Self-Report Questionnaire will be scanned into JANO.
2. For clients who are not in a specialized population, the Probation Officer will complete a Case Plan that includes Goals, Objectives, and Techniques on every client who scores higher than LOW or LOW MODERATE.
 3. If a client belongs to a specialized population, then, in addition to the ARA, the approved ancillary risk assessment will be completed.

- The highest overall risk score between the ARA full assessment and the ancillary assessment will determine the level of supervision. The Case Plan will incorporate information from both assessments; however, the Case Plan will focus on the greatest risk factors.
 - If the ancillary tool does not have a reassessment component and the ARA full assessment scores out MODERATE risk or above, ARA reassessments will be conducted.
 - If the ARA full assessment scores LOW risk and the ancillary assessment is MODERATE risk or above, then the ancillary tool becomes the primary instrument to be utilized. The ARA does not need to be used again unless the criteria for a special reassessment are met.
4. A Supervisor may override the ARA results. The override will only be around the risk level determined by the overall risk score and not individual items and domains. The actual score on the ARA will not be altered. Documentation will be provided on the ARA as to why the overall risk score is being overridden. In addition, the reasons for the override along with the Supervisor's authorization will be documented in the client's case file. Maximum allowable overrides to one risk level higher for the Department's entire caseload is ten percent (10%).
 5. Verification of information and the use of collateral sources will be utilized to determine the accuracy of the information provided by the client during the interview. As part of this process, the Probation Officer shall complete a home contact within 60 days of case assignment to verify residency and to assess the home environment and current living arrangements. The home contact will be while the client is present and must be a face-to-face contact.
 6. The verification process may also include interviewing collateral contacts, reviewing school records, history of employment, treatment from service providers, involvement with other social service agencies and programs, etc.
 7. Authorization for Release of Information forms will be completed and placed in the client's file before any collateral contacts are initiated.
 8. Once all steps in the ARA process have been completed, the Assessment Summary Worksheet will be completed, which identifies the client's problem/needs areas, corresponding risk levels, and the primary items that are driving the problem behavior, as well as any barriers (responsivity concerns) that are present, and strengths/incentives. The Assessment Summary Worksheet will be scanned into JANO.

9. For those clients removed from the community that are incarcerated or currently placed in residential treatment, the timeframe for completion of the ARA and feedback will begin upon release.
 10. In the case of an instanter intrastate transfer, the assessment is to be completed by the receiving county if one has not been completed in the sentencing phase.
 - The receiving county is required to enter the assessment and the case plan and share the information (via the UC-ITSC platform) with the original department.
 11. In the case of an assessment and/or case plan completed prior to intrastate transfer, it is the sending county's responsibility to transfer the assessment and case plan to the receiving county (via the UC-ITSC platform) and notify the receiving county that a new case was transferred to them.
 - The receiving county is then required to search for the new case, assign a Probation Officer and ensure the case remains shared with the sending county.
- B. The ARA re-assessment process is required on all active cases every 12 months. The supervision level of the client will be determined using the results of the ARA re-assessment and will be recorded in JANO.
1. The Probation Officer will use the ARA for re-assessments.
 2. The re-assessment process follows the same process as the original ARA assessment: in-person semi-structured interview using the Interview Guide; file review; and Self-Report Questionnaire.
 3. The completed Score Sheet, Interview Guide, Self-Report Questionnaire and Assessment Summary Worksheet will be scanned into JANO.
 4. The scoring of the re-assessment shall be completed after the interview and not in the presence of the client.
 5. After the re-assessment, the Probation Officer will conduct a feedback session with the client.
 6. The client's facesheet in the UCCI system shall be updated upon status changes to reflect their current status within the Department.
- C. All clients who had an ancillary assessment scoring MODERATE or HIGH will have re-assessments according to the standards of the ancillary assessment based on its validation.

**CHAMPAIGN COUNTY ADULT PROBATION DIVISION
PROBATION CASEWORK STANDARDS
ILLINOIS ADULT RISK ASSESSMENT**

FEEDBACK

These Policies and Procedures are intended to be read in conjunction with the AOIC Casework Standards for Adult and Juvenile Probation Officers published January 2019, including any subsequent amendments.

I. POLICY:

To ensure client success, both in the short term (satisfactory probation) and long-term (behavior change), it is essential that case management is built around being client-centered and collaborative. Feedback acts as a bridge between the intake process and case management. It consists of the provision of a short summary of the results of the intake process to initiate a case plan. Feedback is an important aspect of engaging the individual and building rapport. It is also an essential component of enhancing motivation and facilitating positive outcomes, including not only lasting behavior change but also continual improvement. Feedback has been extensively endorsed in evidence-based literature and practice.

II. DEFINITIONS:

Assessment Summary Worksheet: Document completed after completing the ARA that summarizes the problem/need areas; corresponding risk levels of each domain; strengths and areas of concern; and responsibility factors.

III. PROCEDURES:

A. The Probation Officer will provide feedback to the client after completion of the Intake process. The feedback process shall be differentiated according to case type and risk level. Regardless of the case type and risk level, feedback shall be provided no longer than 21 calendar days following the completion of the Intake process.

LOW RISK:

1. The Probation Officer will prepare the Assessment Summary Worksheet after completing the ARA.
2. Within 21 calendar days after completing the Intake process, the Probation Officer will meet with the client and provide a brief overview of the ARA

assessment results. The feedback process should be non-technical in nature and understandable to the client.

3. The Probation Officer will describe the expectations for supervision including reporting requirements and court-ordered conditions.
4. Clients who score LOW or LOW MODERATE Risk on the ARA do not require a Case Plan.

MODERATE AND HIGH RISK:

1. The Probation Officer will prepare the Assessment Summary Worksheet after completing the ARA.
2. Within 21 calendar days after completing the Intake process, the Probation Officer will meet with the client and provide a brief overview of the ARA assessment results. The feedback process should be non-technical in nature and understandable to the client.
3. The Probation Officer will describe the expectations for supervision including reporting requirements and court-ordered conditions.
4. Clients who score MODERATE or HIGH Risk must have a Case Plan.
5. The Probation Officer will work collaboratively with the client in creating at least one goal around a MODERATE or HIGH Risk domain which will be the initial focus of the Case Plan.

Special Note: The timeframe to complete the Intake process and feedback session is 60 days. Cases that are MODERATE and HIGH Risk should have a Case Plan developed 30 days after completion of the feedback process. All MODERATE and HIGH Risk cases should have the Intake, ARA, Feedback, and Case Plan completed within 90 days of the client being placed on supervision.

**CHAMPAIGN COUNTY ADULT PROBATION DIVISION
PROBATION CASEWORK STANDARDS
ILLINOIS ADULT RISK ASSESSMENT**

CASE PLANNING

These Policies and Procedures are intended to be read in conjunction with the AOIC Casework Standards for Adult and Juvenile Probation Officers published January 2019, including any subsequent amendments.

I. POLICY:

All actively-supervised Probation cases must be classified using the ARA to determine a client's appropriate supervision level in order to safeguard the community and provide proper case supervision. A case supervision plan must be developed by the Probation Officer to meet the needs of the client taking into account the client's risk level, strengths, and barriers. Officers must enter all assessment and case plan information into the UC-ITSC website and follow all Department policies and AOIC standards with respect to timelines for completing these processes.

II. DEFINITIONS:

Adult Risk Assessment (ARA): Assessment instrument approved by the AOIC to determine the level of risk; identify protective factors and responsivity factors; and guide Probation Officers in case supervision.

III. PROCEDURES:

- A. The client's supervision level will be determined using the ARA. All Moderate and High-Risk cases will have a Case Plan.
1. During the feedback session, the Probation Officer will work with the client on establishing the initial case plan.
 2. The case plan will be created collaboratively with input from the client.
 3. The case plan will consist of a minimum of one goal with multiple objectives to that goal.
 4. The goal should have the following characteristics:

- Linked directly to a Moderate or High-Risk domain.
 - Contain a specific outcome which is stated in the positive.
 - Within the client's control and stated in the client's own language.
5. Objectives shall have the following characteristics:
- Linked directly to the goal and build off each other, leading to the accomplishment of the goal.
 - Linked directly to the problem area and the primary risk area (i.e., focused more on the actual drivers of the problem/need area).
 - SMART (Specific, Measurable, Attainable, Realistic, Timely).
 - Action oriented.
6. Case planning shall be an ongoing process. The case plan shall be updated with the client at least once per month and a copy of the updated case plan will be provided to the client.
7. Case plans shall be updated each time an objective is completed and/or another objective must be created. If a client has completed an objective, it should be marked as complete and a new objective should be created. If a client is continuing to work on an objective, the progress should be noted.
8. A copy of the case plan and any updates will be scanned into JANO and any other required case management system.
9. In the case of an instanter intrastate transfer, the assessment is to be completed by the receiving county if one has not been completed in the sentencing phase.
- The receiving county is required to enter the assessment and the case plan and share the information (via the UC-ITSC platform) with the original department.
10. In the case of an assessment and/or case plan completed prior to intrastate transfer, it is the sending county's responsibility to transfer the assessment and case plan to the receiving county (via the UC-ITSC platform) and notify the receiving county that a new case was transferred to them.
- The receiving county is then required to search for the new case, assign a Probation Officer and ensure the case remains shared with the sending county.

Special Note: The timeframe to complete the Intake process and feedback session is 60 days. Cases that are MODERATE and HIGH Risk should have a Case Plan developed 30 days after completion of the feedback process. All MODERATE and HIGH Risk cases should have the Intake, ARA, Feedback, and Case Plan completed within 90 days of the client being placed on supervision.

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**CHAMPAIGN COUNTY ADULT PROBATION DIVISION
PROBATION CASEWORK STANDARDS
ILLINOIS ADULT RISK ASSESSMENT**

SUPERVISION STRATEGIES

These Policies and Procedures are intended to be read in conjunction with the AOIC Casework Standards for Adult and Juvenile Probation Officers published January 2019, including any subsequent amendments.

I. POLICY:

Contacts shall take place in two primary settings: Office and Field. Contacts will adhere to the principles of effective intervention (risk-need-responsivity), focus on building a quality relationship with the client (core correctional practices-relationship principle), and utilize behavioral techniques to influence change (core correctional practices-structuring principle) regardless of where the contact takes place.

Adult Risk Assessment – Community Supervision Tool			
Risk Levels			
Males		Females	
Score	Risk Level	Score	Risk Level
0 to 14	Low Risk	0 to 14	Low Risk
15 to 23	Moderate Risk	15 to 21	Low Moderate Risk
24 to 33	High Risk	22 to 28	Moderate Risk
34+	Very High Risk	29+	High Risk

II. DEFINITIONS:

Adult Risk Assessment (ARA): Adult assessment instrument approved by the AOIC to determine the level of risk; identify protective factors and responsivity factors; and guide Probation Officers in case supervision.

Home Contact: Contact by a sworn Probation Officer to interact face-to-face with an individual in their home or place of residence.

Field Contact: An out-of-office contact by a sworn Probation Officer to interact face-to-face with an individual (home, school, employment, public service worksite, social service agency, etc.).

Office Contact: An office contact by a sworn Probation Officer (or an intern under the supervision of a Probation Officer and/or a Supervisor) to interact face-to-face with a client.

III. **PROCEDURES:**

A. Contact standards are based upon the client's risk level as indicated by the ARA. Each risk level (Very High–Males Only, High, Moderate, Low Moderate–Females Only, and Low) have different contact standards. The following contact standards specify the minimum level of supervision required:

1. **VERY HIGH RISK (Males Only)**

- a. Probation Officer will make four (4) monthly contacts in person with the client. Two (2) of these contacts will be conducted in the field with one (1) being in the home. Field contacts can be made at the client's place of employment, home, in the community, etc. The setting of these contacts should be varied from contact to contact.
- b. All contacts will be recorded in JANO.

2. **HIGH RISK**

- a. Probation Officer will make two (2) monthly contacts with the client: one (1) in the field and one (1) in the office. Every other field contact should be in the home. Field contacts can be made at the client's place of employment, home, in the community, etc. The setting of these contacts should be varied from contact to contact.
- b. Home contacts will be conducted every other month.
- c. All contacts will be recorded in JANO.

3. **MODERATE RISK**

- a. Probation Officer will have one (1) monthly contact with the client. The monthly contact will alternate between office and home contacts.
- b. Home contacts will be done minimally every six (6) months.
- c. All contacts will be recorded in JANO.

4. LOW MODERATE RISK (Females Only)

- a. Probation Officer will have contact with the client in the office every three (3) months. Home contacts are not required.
- b. The client will submit a written report each month between office visits.
- c. The Probation Officer will review the case file to verify compliance every three (3) months, or more often if necessitated by completion dates established by the Court.
- d. All contacts will be recorded in JANO.

5. LOW RISK

- a. Probation Officer will have contact with the client in the office every three (3) months. Home contacts are not required.
- b. The client will submit a written report each month between office visits.
- c. The Probation Officer will review the case file to verify compliance every three (3) months, or more often if necessitated by completion dates established by the Court.
- d. All contacts will be recorded in JANO.

B. Every contact will follow an established structured session model which includes:

1. **Check-in:** This is the initiation of the contact and consists of re-engaging the client, dealing with any crises, and attending to any court-ordered conditions.
2. **Review:** During this portion of the contact, the Probation Officer summarizes the progress and successes that have been accomplished so far and reviews with the client the previous objectives of any homework.
3. **Next Steps:** The last part of the contact is working with the client on deciding and developing the next objective, which should be around specific supervision, referral, and/or in-person techniques. The contact session ends with updating the case plan and setting the next appointment.

**CHAMPAIGN COUNTY ADULT PROBATION DIVISION
PROBATION CASEWORK STANDARDS
ILLINOIS ADULT RISK ASSESSMENT**

VIOLATION OF PROBATION

These Policies and Procedures are intended to be read in conjunction with the AOIC Casework Standards for Adult and Juvenile Probation Officers published January 2019, including any subsequent amendments.

I. POLICY:

In the course of supervising an individual on Probation, the assigned Probation Officer may learn the client violated a condition of supervision. Probation Officers have the responsibility of reporting and responding to violations of court orders. Behavior change management incorporates core correctional practices which are skill sets performed by Probation Officers that enhance effective interventions.

II. DEFINITIONS:

New Offense: A violation of probation where the client committed a new criminal offense. These violations are initiated by the State's Attorney's Office.

Technical Violation of Probation: A violation of probation where the client did not comply with one or more of the conditions of probation as originally ordered by the Court.

Administrative Sanctions Program: The Administrative Sanctions Program for the Sixth Judicial Circuit was established pursuant to Public Act 89-198 and Circuit Administrative Order 95-5 to ensure swift, certain and equitable sanctions for technical violations of adult and juvenile offenders sentenced to probation. The purpose of the Administrative Sanctions Program is to respond to all identified technical violations of probation in a consistent manner that considers the risk and needs of the offender, is proportional to the risk to the community, and utilizes the least restrictive response to achieve long term behavioral change.

III. PROCEDURES:

A. A Probation Officer has the authority to determine if a Probation Violation Report (PVR) should be filed. Prior to the filing of a PVR, the Probation Officer must comply with the requirements of the Administrative Sanctions Program, if applicable.

- B. The PVR is filed with the Court and a copy is provided to the State's Attorney's Office.
- C. The PVR will include all pertinent information regarding the nature of the violation. The PVR will also include all pertinent case information and the client's last known residence address.
- D. Cases in which a warrant has been outstanding for more than 30 days and the whereabouts of the individual is unknown or if he/she is incarcerated due to a new charge or sentence, are to be placed on Inactive/Administrative status until the client is located or released from confinement.
- E. The State's Attorney's Office will review all PVRs and determine whether or not to file a Petition to Revoke Probation.
- F. All PVRs must be logged into JANO. Supporting documentation and any action taken by the State's Attorney and the Court, including the outcome of the Petition to Revoke Probation, must also be logged into JANO.
- G. During the time that a Petition to Revoke Probation is pending, the Probation Officer will continue to actively supervise the case.
- H. A case in which a PVR has been on file for more than 90 days and no action has been taken by the State's Attorney's Office will be moved to Inactive/Administrative status if the client has absconded or is not reporting.

**CHAMPAIGN COUNTY ADULT PROBATION DIVISION
PROBATION CASEWORK STANDARDS
ILLINOIS ADULT RISK ASSESSMENT**

CASE TERMINATION

These Policies and Procedures are intended to be read in conjunction with the AOIC Casework Standards for Adult and Juvenile Probation Officers published January 2019, including any subsequent amendments.

I. POLICY:

Illinois Criminal Law and Procedures 730 ILCS 5/5-6-2 (d) states “upon expiration or termination of the period of probation or conditional discharge, the court shall enter an order discharging the offender.” Champaign County Probation will process case terminations in accordance with this law.

II. DEFINITIONS:

Order of Discharge: Form completed by all Probation Officers upon every case termination. This form shall be entered into JANO.

III. PROCEDURES:

- A. Upon completion of a period of probation, the Probation Officer must complete an Order of Discharge. This form must be completed regardless of case type or supervision level.
- B. The Probation Officer will complete a case review ensuring that there is no pending Petition to Revoke Probation in said case before submitting the Order of Discharge.
- C. The completed Order of Discharge will be submitted to the Court for review and signature.
- D. **Moderate and High Cases – Final Probation Contact**
 1. All Moderate and High Risk cases require that the Probation Officer complete a final re-assessment of the client during the final probation contact if not completed within the last 12 months.

2. The Probation Officer will review and summarize the client's progress while on probation.
 3. The Probation Officer will facilitate transition planning and, if appropriate, maintenance planning.
- F. Case records will contain a summary of the client's performance and progress while on probation.
- G. All client assessments shall be closed in the ARA system.
- H. The client's facesheet in the UCCI system shall be updated upon termination to reflect their current status (e.g., dismissed, death, etc.) within the Department.

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**CHAMPAIGN COUNTY JUVENILE PROBATION DIVISION
PROBATION CASEWORK STANDARDS
ILLINOIS JUVENILE RISK ASSESSMENT**

**CHAMPAIGN COUNTY JUVENILE PROBATION DIVISION
PROBATION CASEWORK STANDARDS
ILLINOIS JUVENILE RISK ASSESSMENT**

REFERRAL AND CASE ASSIGNMENT

These Policies and Procedures are intended to be read in conjunction with the AOIC Casework Standards for Adult and Juvenile Probation Officers published January 2019, including any subsequent amendments.

I. POLICY:

Adhering to national research that shows increased effectiveness when probation services are initiated as soon as possible once a client is placed on supervision, case intakes are a priority and will be completed as quickly as possible while maintaining quality services throughout the process.

II. DEFINITIONS:

Champaign County Cases: Cases filed in Champaign County by the Champaign County State's Attorney's Office. Most minors in Champaign County are sentenced following preparation of a Social History Report. In those cases, the Intake Officer will have completed a Disposition Screening Tool (JRA-SDIS) prior to sentencing. If the minor is sentenced to a term of active supervision, the assigned Probation Officer will complete a full assessment utilizing the JRA-DIS. Please see the Policies and Procedures for *Assessments and Re-Assessments* for details.

Courtesy Supervision Cases: Cases that originate in another Illinois County and Champaign County agrees to provide supervision as a courtesy to another county. Full judicial authority remains with the county requesting Courtesy Supervision. These cases are sent directly from the referring county to the Supervisor of Juvenile Services, or his/her designee, via U.S. Mail, email or fax for case initiation.

Jurisdictional Transfer Cases: Cases that originate in another Illinois County and are jurisdictionally transferred to Champaign County, which assumes full judicial authority upon acceptance. These cases are sent directly from the referring county to the Champaign County Circuit Clerk and are forwarded to the Supervisor of Juvenile Services, or his/her designee, for case initiation.

Interstate Compact Cases: Cases that originate in another state and Champaign County agrees to provide supervision as a courtesy to another state under the provisions of the

Interstate Compact for Juvenile Offender Supervision. Full judicial authority remains with the state requesting courtesy supervision.

III. PROCEDURES:

A. All Champaign County Cases are typically received directly from the courtroom on the day the individual is placed on probation. Once received, the following guidelines are followed:

1. Case assignments are made by a Supervisor or designee.
2. Once the individual reports to the Probation Department, Administrative staff will greet the client.
3. Administrative staff will locate the case in JANO and accept the case into the Probation system.
 - a. Administrative support staff will not enter assessments and/or case plans into the website.
 - b. If authorized by a Supervisor, administrative support staff may enter client demographic information, run statistical reports, and enter program information (referral agencies).
4. Case assignments first take into consideration specialty cases (e.g., Sex Offenders, High Risk. Clients who qualify are assigned to the appropriate specialized caseload. Clients not assigned to a specialized caseload are assigned by school.
5. The client is assigned a Probation Officer and scheduled an appointment within 14 days of the court date. The minor's parent/guardian will also be instructed to attend the initial appointment.
6. The assigned Probation Officer is provided a case file by Administrative staff on the day it is assigned.
7. The assigned Probation Officer enters more detailed information into JANO, including, but not limited to: address, employment, case notes, supervision level, etc.
8. If the client does not report to the Probation Department following his/her sentencing hearing, Administrative staff will complete a "no show" intake and provide the file to the assigned Probation Officer as above. The assigned Probation Officer will initiate contact with the client within seven (7) days to schedule an intake.

B. All Courtesy Supervision, Jurisdictional Transfer Cases, and Interstate Compact Cases are received by the Champaign County Probation Department post-disposition. Once received, the following guidelines are followed:

1. The Supervisor of Juvenile Services reviews the request for supervision/transfer and assigns the case.
2. Administrative staff enters the case in JANO and assigns the case to the appropriate Probation Officer.
3. Case assignments first take into consideration specialty cases (e.g., Sex Offenders, High Risk). Clients who qualify are assigned to the appropriate specialized caseload. Clients not assigned to a specialized caseload are assigned by school.
4. The assigned Probation Officer is provided a case file by Administrative staff on the day it is assigned.
5. The assigned Probation Officer will initiate contact with the client within seven (7) days to schedule an intake.
6. The assigned Probation Officer enters more detailed information into JANO, including, but not limited to: address, employment, case notes, supervision level, etc.
7. The assigned Probation Officer completes Progress Reports in accordance with Champaign County Interstate/Intrastate policies.
8. In the case of an instant intrastate transfer, the assessment is to be completed by the receiving county if one has not been completed in the sentencing phase.
 - The receiving county is required to enter the assessment and the case plan and share the information (via the UC-ITSC platform) with the original department.
9. In the case of an assessment and/or case plan completed prior to intrastate transfer, it is the sending county's responsibility to transfer the assessment and case plan to the receiving county (via the UC-ITSC platform) and notify the receiving county that a new case was transferred to them.
 - The receiving county is then required to search for the new case, assign a Probation Officer and ensure the case remains shared with the sending county.

**CHAMPAIGN COUNTY JUVENILE PROBATION DIVISION
PROBATION CASEWORK STANDARDS
ILLINOIS JUVENILE RISK ASSESSMENT**

ORIENTATION

These Policies and Procedures are intended to be read in conjunction with the AOIC Casework Standards for Adult and Juvenile Probation Officers published January 2019, including any subsequent amendments.

I. POLICY:

Orientation is the overview of probation. This process incorporates role clarification, which ties in with the relationship principle of core correctional practices. The orientation process is designed to build rapport and enhance collaboration by creating clarity, understanding, and agreement through shared discussion of each other's roles and responsibilities.

II. DEFINITIONS:

None.

III. PROCEDURES:

- A. Once a person is placed on probation, an initial orientation to probation shall be conducted by the Probation Officer assigned to the case. The following procedures will apply to the orientation process:
1. The Probation Officer will meet with the client and his/her parent/guardian within 14 days of the individual being placed on probation.
 2. The Probation Officer will collect, verify and update all demographic information including current residence address, date of birth, family information, school information, employment, etc.
 3. The Probation Officer will provide an explanation of the probation process, clearly stating the expectations and goals of probation. The Probation Officer will discuss and establish roles and boundaries of the client and the Probation Officer during the term of supervision.

4. The Probation Officer will help the client identify what he/she expects from their Probation Officer and what they hope to accomplish during their period of supervision.
5. The Probation Officer will explain the parameters of confidentiality and what that entails as it pertains to their duties as a Probation Officer, as an officer of the Court, and as a mandated reporter as required by 325 ILCS 5/4.
6. The Probation Officer will have all necessary Authorizations for Release of Information signed.
7. The Probation Officer will review all court-ordered terms and conditions with the client during orientation. The Probation Officer will ensure that the client has a copy of all Court orders and will answer any questions the client may have regarding his/her court-ordered conditions.
8. The Probation Officer will schedule the next appointment and will provide the client with the JRA Self-Report Questionnaire with instructions to return the completed Questionnaire at their next appointment.
9. The Probation Officer will inform the client that the Juvenile Risk Assessment (JRA) instrument will be completed during the next office visit.

**CHAMPAIGN COUNTY JUVENILE PROBATION DIVISION
PROBATION CASEWORK STANDARDS
ILLINOIS JUVENILE RISK ASSESSMENT**

ASSESSMENTS AND RE-ASSESSMENTS

These Policies and Procedures are intended to be read in conjunction with the AOIC Casework Standards for Adult and Juvenile Probation Officers published January 2019, including any subsequent amendments.

I. POLICY:

All actively-supervised cases will have an assessment utilizing the Juvenile Risk Assessment (JRA) system. Officers must enter all assessment and case plan information into the UC-ITSC website and follow all Department policies and AOIC standards with respect to timelines for completing these processes.

Champaign County also utilizes validated ancillary tools, particularly for sex offenders. Risk assessments will be used as the foundation of supervision. They establish risk classification to determine a client's supervision level in order to safeguard the community and provide proper case supervision. The assessment process helps guide case decisions that identify who will most likely respond to interventions, what needs must be addressed to reduce recidivism, and how the Probation Officer matches the interventions.

II. DEFINITIONS:

Juvenile Risk Assessment-Disposition Tool (JRA-DIS): An assessment instrument approved by the AOIC to determine the level of risk; identify protective factors and responsibility factors; and guide Probation Officers in their case supervision.

Juvenile Risk Assessment-Reentry Tool (JRA-RET): An assessment instrument approved by the AOIC to determine the level of risk; identify protective factors and responsibility factors; and guide Probation Officers in their case supervision. If a juvenile has been in placement for more than 90 calendar days, then the Juvenile Reentry Tool (JRA-RT) shall be used for the re-assessment.

Ancillary Risk Assessment: An assessment specializing in measuring risk for reoffending behaviors within certain specialized offender populations.

III. PROCEDURES:

Special Note: Most minors in Champaign County are sentenced following preparation of a Social History Report. In those cases, the Intake Officer will have completed a Disposition Screening Tool (JRA-SDIS) prior to sentencing. If the minor is sentenced to a term of active supervision, the assigned Probation Officer will complete a full assessment utilizing the JRA-DIS.

- A. The JRA assessment process is required on all cases which are actively supervised by a Probation Officer. The supervision level of a client will be determined using the results of the JRA. The Probation Officer will:
1. Complete a JRA utilizing the JRA-DIS and an Initial Home Visit on all clients within 60 days of being assigned a client for supervision. The Probation Officer must follow the outlined process when conducting a JRA:
 - The Probation Officer will complete a preliminary case file review before conducting the JRA. This includes reviewing information from collateral sources such as LEADS, ARMS, the Juvenile Detention Center, the Youth Assessment Center, previous terms of community corrections, etc.
 - The Probation Officer will give the client the JRA Self-Report Questionnaire at Orientation with instructions to return the completed Questionnaire at their next office visit with their assigned Probation Officer. This will be completed before the face-to-face interview and will be reviewed by the Probation Officer prior to completing the JRA.
 - The Probation Officer will explain the assessment process and how the information gathered from the case file, collateral information, and the Self-Report Questionnaire will be utilized.
 - The Probation Officer will meet with the client and use the appropriate JRA Interview Guide to gather the necessary information to score the JRA. Questions in the JRA Interview Guide cannot be deleted or skipped. When appropriate, the Probation Officer will use follow-up questions for clarification and to gain more comprehensive and accurate information from the client.
 - The Probation Officer is to employ effective interviewing techniques to obtain accurate and in-depth information from the client during the interview.

- The JRA will be scored using the appropriate JRA Scoring Guide. The scoring of the JRA is conducted after the interview and not in the presence of the client.
 - Once the JRA interview has been completed, the completed Score Sheet, Interview Guide, and Self-Report Questionnaire will be scanned into JANO.
2. For clients who are not in a specialized population, the Probation Officer will complete a Case Plan that includes Goals, Objectives, and Techniques on every client who scores higher than LOW or LOW MODERATE.
 3. If a client belongs to a specialized population, then, in addition to the JRA, the approved ancillary risk assessment will be completed, if applicable.
 - The highest overall risk score between the JRA full assessment and the ancillary assessment will determine the level of supervision. The Case Plan will incorporate information from both assessments; however, the Case Plan will focus on the greatest risk factors.
 - If the ancillary tool does not have a re-assessment component, re-assessments will be conducted utilizing the JRA-DIS. However, if the JRA full assessment scores LOW risk, the JRA does not need to be used again unless the criteria for a special re-assessment are met.
 4. A Supervisor may override the JRA results. The override will only be around the risk level determined by the overall risk score and not individual items and domains. The actual score on the JRA will not be altered. Documentation will be provided on the JRA as to why the overall risk score is being overridden. In addition, the reasons for the override along with the Supervisor's authorization will be documented in the client's case file. Maximum allowable overrides to one risk level higher for the Department's entire caseload is ten percent (10%).
 5. Verification of information and the use of collateral sources will be utilized to determine the accuracy of the information provided by the client during the interview. As part of this process, the Probation Officer shall complete a home contact within 60 days of case assignment to verify residency and to assess the home environment and current living arrangements. The home contact will be while the client is present and must be a face-to-face contact.
 6. The verification process may also include interviewing collateral contacts, reviewing school records, history of employment, treatment from service providers, involvement with other social service agencies and programs, etc.

7. Authorization for Release of Information forms will be completed and placed in the client's file before any collateral contacts are initiated.
 8. Once all steps in the JRA process have been completed, the Assessment Summary Worksheet will be completed, which identifies the client's problem/needs areas, corresponding risk levels, and the primary items that are driving the problem behavior, as well as any barriers (responsivity concerns) that are present, and strengths/incentives. The Assessment Summary Worksheet will be scanned into JANO.
 9. For those clients removed from the community that are incarcerated or currently placed in residential treatment, the timeframe for completion of the JRA and feedback will begin upon release.
 10. In the case of an instanter intrastate transfer, the assessment is to be completed by the receiving county if one has not been completed in the sentencing phase.
 - The receiving county is required to enter the assessment and the case plan and share the information (via the UC-ITSC platform) with the original department.
 11. In the case of an assessment and/or case plan completed prior to intrastate transfer, it is the sending county's responsibility to transfer the assessment and case plan to the receiving county (via the UC-ITSC platform) and notify the receiving county that a new case was transferred to them.
 - The receiving county is then required to search for the new case, assign a Probation Officer and ensure the case remains shared with the sending county.
- B. The JRA re-assessment process is required on all active cases every six (6) months. The supervision level of the client will be determined using the results of the JRA re-assessment and will be recorded in JANO.
1. The Probation Officer will use the JRA-DIS for re-assessments. If a juvenile has been in placement for more than 90 calendar days, then the Juvenile Reentry Tool (JRA-RET) shall be used for the re-assessment.
 2. The re-assessment process follows the same process as the original JRA assessment: in-person semi-structured interview using the Interview Guide; file review; and Self-Report Questionnaire.
 3. The completed Score Sheet, Interview Guide, Self-Report Questionnaire and Assessment Summary Worksheet will be scanned into JANO.

4. The scoring of the re-assessment shall be completed after the interview and not in the presence of the client.
 5. After the re-assessment, the Probation Officer will conduct a feedback session with the client.
 6. The client's facesheet in the UCCI system shall be updated upon status changes to reflect their current status within the Department.
- C. All clients who had an ancillary assessment scoring MODERATE or HIGH will have re-assessments according to the standards of the ancillary assessment based on its validation.

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**CHAMPAIGN COUNTY JUVENILE PROBATION DIVISION
PROBATION CASEWORK STANDARDS
ILLINOIS JUVENILE RISK ASSESSMENT**

FEEDBACK

These Policies and Procedures are intended to be read in conjunction with the AOIC Casework Standards for Adult and Juvenile Probation Officers published January 2019, including any subsequent amendments.

I. POLICY:

To ensure client success, both in the short term (satisfactory probation) and long-term (behavior change), it is essential that case management is built around being client-centered and collaborative. Feedback acts as a bridge between the intake process and case management. It consists of the provision of a short summary of the results of the intake process to initiate a case plan. Feedback is an important aspect of engaging the individual and building rapport. It is also an essential component of enhancing motivation and facilitating positive outcomes, including not only lasting behavior change but also continual improvement. Feedback has been extensively endorsed in evidence-based literature and practice.

II. DEFINITIONS:

Assessment Summary Worksheet: Document completed after completing the JRA that summarizes the problem/need areas; corresponding risk levels of each domain; strengths and areas of concern; and responsivity factors.

III. PROCEDURES:

A. The Probation Officer will provide feedback to the client after completion of the Intake process. The feedback process shall be differentiated according to case type and risk level. Regardless of the case type and risk level, feedback shall be provided no longer than 21 calendar days following the completion of the Intake process.

LOW RISK:

1. The Probation Officer will prepare the Assessment Summary Worksheet after completing the JRA.
2. Within 21 calendar days after completing the Intake process, the Probation Officer will meet with the client and provide a brief overview of the JRA

assessment results. The feedback process should be non-technical in nature and understandable to the client.

3. The Probation Officer will describe the expectations for supervision including reporting requirements and court-ordered conditions.
4. Clients who score LOW or LOW MODERATE Risk on the JRA do not require a Case Plan.

MODERATE AND HIGH RISK:

1. The Probation Officer will prepare the Assessment Summary Worksheet after completing the JRA.
2. Within 21 calendar days after completing the Intake process, the Probation Officer will meet with the client and provide a brief overview of the JRA assessment results. The feedback process should be non-technical in nature and understandable to the client.
3. The Probation Officer will describe the expectations for supervision including reporting requirements and court-ordered conditions.
4. Clients who score MODERATE or HIGH Risk must have a Case Plan.
5. The Probation Officer will work collaboratively with the client in creating at least one goal around a MODERATE or HIGH Risk domain which will be the initial focus of the Case Plan.

Special Note: The timeframe to complete the Intake process and feedback session is 60 days. Cases that are MODERATE and HIGH Risk should have a Case Plan developed 30 days after completion of the feedback process. All MODERATE and HIGH Risk cases should have the Intake, JRA, Feedback, and Case Plan completed within 90 days of the client being placed on supervision.

**CHAMPAIGN COUNTY JUVENILE PROBATION DIVISION
PROBATION CASEWORK STANDARDS
ILLINOIS JUVENILE RISK ASSESSMENT**

CASE PLANNING

These Policies and Procedures are intended to be read in conjunction with the AOIC Casework Standards for Adult and Juvenile Probation Officers published January 2019, including any subsequent amendments.

I. POLICY:

All actively-supervised Probation cases must be classified using the JRA to determine a client's appropriate supervision level in order to safeguard the community and provide proper case supervision. A case supervision plan must be developed by the Probation Officer to meet the needs of the client taking into account the client's risk level, strengths, and barriers. Officers must enter all assessment and case plan information into the UC-ITSC website and follow all Department policies and AOIC standards with respect to timelines for completing these processes.

II. DEFINITIONS:

Juvenile Risk Assessment-Disposition Tool (JRA-DIS): Assessment instrument approved by the AOIC to determine the level of risk; identify protective factors and responsibility factors; and guide Probation Officers in case supervision.

III. PROCEDURES:

- A. The client's supervision level will be determined using the JRA-DIS. All Moderate and High-Risk cases will have a Case Plan.
1. During the feedback session, the Probation Officer will work with the client on establishing the initial case plan.
 2. The case plan will be created collaboratively with input from the client.
 3. The case plan will consist of a minimum of one goal with multiple objectives to that goal.
 4. The goal should have the following characteristics:

- Linked directly to a Moderate or High-Risk domain.
 - Contain a specific outcome which is stated in the positive.
 - Within the client's control and stated in the client's own language.
5. Objectives shall have the following characteristics:
- Linked directly to the goal and build off each other, leading to the accomplishment of the goal.
 - Linked directly to the problem area and the primary risk area (i.e., focused more on the actual drivers of the problem/need area).
 - SMART (Specific, Measurable, Attainable, Realistic, Timely).
 - Action oriented.
6. Case planning shall be an ongoing process. The case plan shall be updated with the client at least once per month and a copy of the updated case plan will be provided to the client.
7. Case plans shall be updated each time an objective is completed and/or another objective must be created. If a client has completed an objective, it should be marked as complete and a new objective should be created. If a client is continuing to work on an objective, the progress should be noted.
8. A copy of the case plan and any updates will be scanned into JANO and any other required case management system.
9. In the case of an instanter intrastate transfer, the assessment is to be completed by the receiving county if one has not been completed in the sentencing phase.
- The receiving county is required to enter the assessment and the case plan and share the information (via the UC-ITSC platform) with the original department.
10. In the case of an assessment and/or case plan completed prior to intrastate transfer, it is the sending county's responsibility to transfer the assessment and case plan to the receiving county (via the UC-ITSC platform) and notify the receiving county that a new case was transferred to them.
- The receiving county is then required to search for the new case, assign a Probation Officer and ensure the case remains shared with the sending county.

Special Note: The timeframe to complete the Intake process and feedback session is 60 days. Cases that are MODERATE and HIGH Risk should have a Case Plan developed 30 days after completion of the feedback process. All MODERATE and HIGH Risk cases should have the Intake, JRA, Feedback, and Case Plan completed within 90 days of the client being placed on supervision.

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**CHAMPAIGN COUNTY JUVENILE PROBATION DIVISION
 PROBATION CASEWORK STANDARDS
 ILLINOIS JUVENILE RISK ASSESSMENT**

SUPERVISION STRATEGIES

These Policies and Procedures are intended to be read in conjunction with the AOIC Casework Standards for Adult and Juvenile Probation Officers published January 2019, including any subsequent amendments.

I. POLICY:

Contacts shall take place in two primary settings: Office and Field. Contacts will adhere to the principles of effective intervention (risk-need-responsivity), focus on building a quality relationship with the client (core correctional practices-relationship principle), and utilize behavioral techniques to influence change (core correctional practices-structuring principle) regardless of where the contact takes place.

Juvenile Risk Assessment – Disposition Tool			
Risk Levels			
Males		Females	
Score	Risk Level	Score	Risk Level
0 to 11	Low Risk	0 to 12	Low Risk
12 to 18	Moderate Risk	13 to 18	Moderate Risk
19 to 33	High Risk	19 to 33	High Risk

Juvenile Risk Assessment – Reentry Tool			
Risk Levels			
Males		Females	
Score	Risk Level	Score	Risk Level
0 to 15	Low Risk	0 to 15	Low Risk
16 to 24	Moderate Risk	16 to 24	Moderate Risk
25 to 42	High Risk	25 to 42	High Risk

II. DEFINITIONS:

Juvenile Risk Assessment-Disposition Tool (JRA-DIS): Juvenile assessment instrument approved by the AOIC to determine the level of risk; identify protective factors and responsivity factors; and guide Probation Officers in case supervision.

Juvenile Risk Assessment-Reentry Tool (JRA-RET): An assessment instrument approved by the AOIC to determine the level of risk; identify protective factors and responsivity factors; and guide Probation Officers in their case supervision. If a juvenile has been in placement for more than 90 calendar days, then the Juvenile Reentry Tool (JRA-RT) shall be used for the reassessment.

Home Contact: Contact by a sworn Probation Officer to interact face-to-face with an individual in their home or place of residence.

Field Contact: An out-of-office contact by a sworn Probation Officer to interact face-to-face with an individual (home, school, employment, public service worksite, social service agency, etc.).

Office Contact: An office contact by a sworn Probation Officer (or an intern under the supervision of a Probation Officer and/or a Supervisor) to interact face-to-face with a client.

III. PROCEDURES:

A. Contact standards are based upon the client's risk level as indicated by the JRA. Each risk level (High, Moderate, and Low) have different contact standards. The following contact standards specify the minimum level of supervision required:

1. HIGH RISK

- a. Probation Officer will make two (2) monthly contacts with the client: one (1) in the field and one (1) in the office. Every other field contact should be in the home. Field contacts can be made at the client's place of employment, home, in the community, etc. The setting of these contacts should be varied from contact to contact.
- b. Home contacts will be conducted every other month.
- c. All contacts will be recorded in JANO.

2. MODERATE RISK

- a. Probation Officer will have one (1) monthly contact with the client. The monthly contact will alternate between office and home contacts.

b. Home contacts will be done minimally every six (6) months.

c. All contacts will be recorded in JANO.

3. **LOW RISK**

a. Probation Officer will have contact with the client in the office every three (3) months. Home contacts are not required.

b. The Probation Officer will review the case file to verify compliance every three (3) months, or more often if necessitated by completion dates established by the Court.

c. All contacts will be recorded in JANO.

B. Every contact will follow an established structured session model which includes:

1. **Check-in:** This is the initiation of the contact and consists of re-engaging the client, dealing with any crises, and attending to any court-ordered conditions.

2. **Review:** During this portion of the contact, the Probation Officer summarizes the progress and successes that have been accomplished so far and reviews with the client the previous objectives of any homework.

3. **Next Steps:** The last part of the contact is working with the client on deciding and developing the next objective, which should be around specific supervision, referral, and/or in-person techniques. The contact session ends with updating the case plan and setting the next appointment.

**CHAMPAIGN COUNTY JUVENILE PROBATION DIVISION
PROBATION CASEWORK STANDARDS
ILLINOIS JUVENILE RISK ASSESSMENT**

VIOLATION OF PROBATION

These Policies and Procedures are intended to be read in conjunction with the AOIC Casework Standards for Adult and Juvenile Probation Officers published January 2019, including any subsequent amendments.

I. POLICY:

In the course of supervising an individual on Probation, the assigned Probation Officer may learn the client violated a condition of supervision. Probation Officers have the responsibility of reporting and responding to violations of court orders. Behavior change management incorporates core correctional practices which are skill sets performed by Probation Officers that enhance effective interventions.

II. DEFINITIONS:

New Offense: A violation of probation where the client committed a new criminal offense. These violations are initiated by the State's Attorney's Office.

Technical Violation of Probation: A violation of probation where the client did not comply with one or more of the conditions of probation as originally ordered by the Court.

Administrative Sanctions Program: The Administrative Sanctions Program for the Sixth Judicial Circuit was established pursuant to Public Act 89-198 and Circuit Administrative Order 95-5 to ensure swift, certain and equitable sanctions for technical violations of adult and juvenile offenders sentenced to probation. The purpose of the Administrative Sanctions Program is to respond to all identified technical violations of probation in a consistent manner that considers the risk and needs of the offender, is proportional to the risk to the community, and utilizes the least restrictive response to achieve long term behavioral change.

III. PROCEDURES:

- A. A Probation Officer has the authority to determine if a Probation Violation Report (PVR) should be filed. Prior to the filing of a PVR, the Probation Officer must comply with the requirements of the Administrative Sanctions Program, if applicable. In addition, the PVR must be reviewed by the Supervisor before filing.

- B. The PVR is filed with the Court and a copy is provided to the State's Attorney's Office.
- C. The PVR will include all pertinent information regarding the nature of the violation. The PVR will also include all pertinent case information and the client's last known residence address.
- D. Cases in which a warrant has been outstanding for more than 30 days and the whereabouts of the individual is unknown or if he/she is incarcerated due to a new charge or sentence, are to be placed on Inactive/Administrative status until the client is located or released from confinement.
- E. The State's Attorney's Office will review all PVRs and determine whether or not to file a Petition to Revoke Probation.
- F. All PVRs must be logged into JANO. Supporting documentation and any action taken by the State's Attorney and the Court, including the outcome of the Petition to Revoke Probation, must also be logged into JANO.
- G. During the time that a Petition to Revoke Probation is pending, the Probation Officer will continue to actively supervise the case.
- H. A case in which a PVR has been on file for more than 90 days and no action has been taken by the State's Attorney's Office will be moved to Inactive/Administrative status if the client has absconded or is not reporting.

**CHAMPAIGN COUNTY JUVENILE PROBATION DIVISION
PROBATION CASEWORK STANDARDS
ILLINOIS JUVENILE RISK ASSESSMENT**

CASE TERMINATION

These Policies and Procedures are intended to be read in conjunction with the AOIC Casework Standards for Adult and Juvenile Probation Officers published January 2019, including any subsequent amendments.

I. POLICY:

Upon expiration or termination of the period of active supervision, the Probation Officer will submit an Order of Discharge and a Termination Checklist to the Court for review and signature.

II. DEFINITIONS:

Order of Discharge: Form completed by all Probation Officers upon every case termination. This form shall be entered into JANO.

Termination Checklist: A document prepared by the Probation Officer outlining the services provided to the minor during the term of supervision and a summary of the minor's compliance.

III. PROCEDURES:

- A. Upon completion of a period of probation, the Probation Officer must complete an Order of Discharge and a Termination Checklist. These forms must be completed regardless of case type or supervision level and will be reviewed by the Supervisor prior to filing.
- B. The Probation Officer will complete a case review ensuring that there is no pending Petition to Revoke Probation in said case before submitting the Order of Discharge.
- C. The completed Order of Discharge and Case Termination Checklist will be submitted to the Court for review and signature.
- D. In cases where the Court terminates the minor's probation prior to the statutory termination date, no Order of Discharge is required.

E. Moderate and High Cases – Final Probation Contact

1. All Moderate and High Risk cases require that the Probation Officer complete a final re-assessment of the client during the final probation contact if not completed within the last six 6 months.
 2. The Probation Officer will review and summarize the client's progress while on probation.
 3. The Probation Officer will facilitate transition planning and, if appropriate, maintenance planning.
- F. Case records will contain a summary of the client's performance and progress while on probation.
- G. All client assessments shall be closed in the JRA system.
- H. The client's facesheet in the UCCI system shall be updated upon termination to reflect their current status (e.g., dismissed, death, etc.) within the Department.

**CHAMPAIGN COUNTY PROBATION &
COURT SERVICES DEPARTMENT
RISK ASSESSMENT WEBSITE
POLICIES AND PROCEDURES**

CHAMPAIGN COUNTY PROBATION & COURT SERVICES DEPARTMENT

RISK ASSESSMENT WEBSITE POLICIES AND PROCEDURES

These Policies and Procedures are intended to be read in conjunction with the AOIC Casework Standards for Adult and Juvenile Probation Officers published January 2019, including any subsequent amendments.

I. POLICY:

The follow policies and procedures apply to the use of the Risk Assessment automated system (UC-ITSC Platform).

II. PROCEDURES:

A. Notifying the AOIC if a user is terminated, altered or requires access

1. If an employee is terminated, the employee's Supervisor will notify the AOIC within 24 hours so the user can be de-activated in the system. The Supervisor will email the Department's assigned AOIC Field Coordinator as well as rawebsite@illinoiscourts.gov.
2. If an employee leaves the Department (retires, resigns, quits, etc.), the employee's Supervisor will notify the AOIC within 24 hours of the change so the user can be de-activated in the system. The Supervisor will email the Department's assigned AOIC Field Coordinator as well as rawebsite@illinoiscourts.gov.
3. For a new employee, after they have completed their end user training, they will receive an email describing how they will gain access to the website. Upon completion of this process, new employees will be added into the system within 48 business hours.

B. Notifying the AOIC of organizational chart change requiring change in automated system

1. If an employee is promoted to a supervisory position, the Department will notify the AOIC within 24 hours in order for the employee's Tier access to be modified. The Department will also list all of the staff who will under the employee's supervision which will require a change to their supervisor in the system. The Department will email the Department's assigned AOIC Field Coordinator as well as rawebsite@illinoiscourts.gov.

2. If an office reorganization occurs where an employee changes supervisors, the AOIC must be notified of all changes within 24 hours in order to have the correct supervisor assigned to the correct staff in the system. The Department will email the Department's assigned AOIC Field Coordinator as well as rawebste@illinoiscourts.gov.

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Supreme Court of Illinois
ADMINISTRATIVE OFFICE OF THE ILLINOIS COURTS

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Champaign FY20 Annual Plan

This letter is to confirm your submission of Section 2.A (Collaboration) of the Annual Plan for your county fiscal year 2020. Below are the responses you provided. Please keep a copy for your records.

1. Justice System Stakeholders

- a. Attach Justice System Stakeholder Collaboration form. ***

Please refer to the document you attached at submission.

2. Victim Services Collaboration

- a. Describe below current collaboration efforts that have resulted in enhanced victim services in the department or community. ***

The Champaign County Probation Department gathers information on those clients arrested for domestic-related offenses after the Court has ordered the client to be fitted with a GPS monitor and to obtain a Domestic Violence Risk Assessment as a condition of bond. The Department completes a Domestic Violence Program Surveillance Report, which includes a criminal history, and Cognition Works, Inc. prepares a Domestic Violence Risk Assessment, which includes contact with and a statement from the victim, whenever possible. Those reports are filed with the Court and a Review Hearing is subsequently scheduled to determine the need for continued GPS monitoring.

The Department continues to hold quarterly Victim Impact Panels. The panel is available to those sentenced in Champaign County and is also open to those from surrounding jurisdictions that do not have Victim Impact Panels.

Victim Impact Statements in adult cases and in juvenile cases involving felony offenses are completed by victims with the assistance of the State's Attorney's Office and filed with the Court. In some cases, the State's Attorney's Office provides the Victim Impact Statement to the Juvenile Probation Department prior to the Sentencing Hearing. In those cases, the Victim Impact Statements are attached to the Social Investigation Report.

A variety of restorative practices and principles are utilized at the Champaign County Juvenile Detention Center including: the Circle Process, Restorative Conferencing, and Competency Development. Daily restorative activities include check-ins with youth and outlining expectations throughout the day, utilizing a circle process for facilitating discussions with youth, using the chat and conferencing process for resolving conflict, and utilizing meaningful community involvement and Detention staff-led groups that pertain to assisting youth in developing skills and competencies. Community members are brought in for victim/offender impact programs, to speak to youth about their

experiences from a victim perspective, or their experience of having been incarcerated and how the experience has impacted them as they returned to the community. The core restorative principle of relationship building is highly valued and is woven into the fabric of our behavior management program.

In addition, local school districts have implemented balanced and restorative circles and Juvenile Probation staff are often invited to participate in those circles.

Thank you,

Christine Boyd

Administrative Office of the Illinois Courts

Justice System Stakeholder

As required under 730 ILCS 110/15(6)(b), please describe in the following table collaboration efforts with justice system stakeholders, service providers and community members to improve the case outcome of clients whom you supervise. Include information on coordination efforts with officials from other State entities (i.e., Department of Corrections, Department of Children and Family Services, Department of Human Services, etc.) in the development and use of community resources information systems.

Stakeholder Collaboration Worksheet				
Service Provider/Agency	Services Provided to Clients	Adult Probation	Juv. Probation	Detention
<i>Example: The Glen Robinson Center</i>	<i>Mental Health</i>	X	X	
ABC Counseling	Sexual Abuse Assessments and Treatment		X	
Carle Psychiatry/Psychology Department	Mental Health Services		X	
Center for Youth and Family Solutions	Case Management services for children and families. 24-hour on-call for youth and families in crisis.		X	X
Central East Alcoholism and Drug Council (CEAD)	Adolescent Residential Drug and Alcohol Program		X	
Champaign County Community Coalition (CCCC)	The Champaign County Community Coalition (CCCC) is a System of Care Network that includes local government, law enforcement, juvenile justice, behavioral health, education, child welfare, and community-based service providers. This network is designed to identify critical community issues that impact the lives of youth and their families. A major focus in the CCCC philosophy is to identify, support and expand effective strengths-based programs that exist in the community. Where that is not possible, new opportunities may be created, without the need to recreate what we already have in place.	X	X	X

Stakeholder Collaboration Worksheet

Service Provider/Agency	Services Provided to Clients	Adult Probation	Juv. Probation	Detention
Champaign County Reentry Council	The Champaign County Reentry Council connects people reentering the community from the criminal justice system to the services and support structures they need to succeed individually. That success also translates to less recidivism in the community and better support for families to be successful as well.	X		
Champaign-Urbana Public Health District	Provides education on sexually transmitted diseases and testing for STDs.			X
Chestnut Health Care Systems	Drug and Alcohol Treatment Services	X	X	
Choices	Partnership with youth and families involved with DCFS		X	X
Circle, Unification and Prosperity Foundation (C.U.P.)	C.U.P. provides programming in life skills and character building to residents of the Juvenile Detention Center.			X
Cognition Works, Inc.	Cognitive Skills, PAIP and Anger Management Services	X	X	
Community Resources and Counseling Center	Sex Offender Evaluation and Treatment Services	X		
Crosspoint Human Services and CHOICES Coordinated Care Solutions	Mental Health Crisis Intervention for Youth		X	X

Stakeholder Collaboration Worksheet

Service Provider/Agency	Services Provided to Clients	Adult Probation	Juv. Probation	Detention
CU Fresh Start	CU Fresh Start is a community-led, focused effort to deter gun violence. This approach gives individuals with a history of violent, gun-related behaviors a choice to put down the gun and move in a different direction. If they choose to stop shooting, offenders receive help to access community services and resources. If they continue to engage in gun violence, they face swift and certain consequences.	X		
Don Moyer Boys & Girls Club	The Don Moyer Boys & Girls Club offers the following programs: Character and Leadership, Career and Education, Health and Life Skills, Sports and Recreation, Arts.		X	
Gateway	Provides Drug and Alcohol Services and assists with co-occurring Mental Health problems.	X	X	
Illinois Department of Children and Family Services (IDCFS)	We collaborate with representatives from CHOICES to ensure that there is coordination in providing services for youth involved in the child welfare system who are brought to the Juvenile Detention Center. Representatives from multiple agencies participate in wrap meetings that consist of service providers, families and other supportive community members.		X	X

Stakeholder Collaboration Worksheet

Service Provider/Agency	Services Provided to Clients	Adult Probation	Juv. Probation	Detention
Illinois Department of Healthcare and Family Services	Provides Screening and Support Assessment Services (SASS) crisis assessment as well as referral and counseling through a single point of entry known as Crisis and Referral Entry Services (CARES).			X
Illinois Department of Human Services (DHS)	Comprehensive, community-based youth services network provides assistance with placing youth who are not able to return home. We have also coordinated services with DHS for youth brought into detention for domestic battery, which includes assisting with placing those youth outside the home as necessary to ensure safety.			X
Illinois Department of Juvenile Justice (IDOJJ)	We partner with IDOJJ to coordinate services for youth who are under the supervision of IDOJJ Aftercare and returning to detention and/or youth who have come through JDC previously, been under the supervision of our Probation Office and then under the supervision of IDOJJ Aftercare. IDOJJ, JDC, and Juvenile Probation collaborate and work together, including meeting regularly to share information and coordinate services for youth and families.		X	X

Stakeholder Collaboration Worksheet

Service Provider/Agency	Services Provided to Clients	Adult Probation	Juv. Probation	Detention
Illinois Secretary of State	The Office of the Illinois Secretary of State provides education on the Rules of the Road and distracted driving and assists youth preparing to take the driver's license exam.			X
Juvenile Court Alternative Initiative (JCAI)	JCAI is a court-based diversion program operated by the Juvenile Division of the Champaign County Probation & Court Services Department. If the Champaign County State's Attorney's Office believes that an offense has been committed and believes that sanctions are warranted but does not believe that a formal adjudication of delinquency is necessary, the State may opt to refer the juvenile to the Juvenile Court Alternative Initiative of Champaign County. The Program is designed to allow the Court to monitor the alleged juvenile offender with the caveat that, should the juvenile successfully complete the JCAI Program, the State's Attorney's Office will withdraw and dismiss the Petition for Adjudication of Delinquency and Wardship.		X	X
Kleppin and Associates	Sex Offender, Mental Health and Substance Abuse Evaluations, Individual and Group Therapy	X	X	X

Stakeholder Collaboration Worksheet

Service Provider/Agency	Services Provided to Clients	Adult Probation	Juv. Probation	Detention
Lincoln's Challenge	Academic, Job Skills, Physical Fitness, Leadership/Fellowship, Health, Sex Education and Nutrition, Life Coping Skills, Responsible Citizenship, and Service to Community		X	
Local Law Enforcement Agencies	Reports listing each client under community-based supervision in Champaign County, to include the client's name, address, case number, sentence termination date and supervising officer, are sent daily to local Law Enforcement Agencies to assist officers with contact information. Probation Officers assist local Law Enforcement Agencies with special events (i.e., Halloween and "Unofficial St. Patrick's Day" events, Juvenile Curfew events, etc.), and enforcement of geographical restrictions imposed as conditions of probation and GPS monitoring.	X	X	
Men of Impact	Education and Mentoring Services		X	
New B.O.Y. New Breed of Youth	The program's mission is to cultivate and empower youth through programs, activities and relationships focused on instilling in each young man a new sense of self and direction.		X	
Operation Hope	Academic, Career, and College Prep assistance to high school students		X	
Prevention and Treatment Services (P.A.T.S.)	PAIP, Anger Management and Substance Abuse Services	X	X	

Stakeholder Collaboration Worksheet

Service Provider/Agency	Services Provided to Clients	Adult Probation	Juv. Probation	Detention
Project Athletes	Project Athletes is an athletic training program designed for junior and senior high school students, regardless of ability, and serves as a positive outlet for building friendships, finding mentors, maintaining academic achievement and providing activities to keep teens engaged and out of trouble.			X
Rape Advocacy and Counseling Education Services (RACES)	The Champaign County Juvenile Detention Center has partnered with RACES (Rape Advocacy, Counseling, and Education Services) to assist with many of the requirements that have been imposed through PREA. The Juvenile Detention Center and RACES work together in implementing procedures for the Center to ensure compliance with PREA requirements. Additionally, RACES educators lead a weekly group with detained youth aimed at educating youth on rape culture and victim rights, and offering support services to victims and survivors of sexual violence.		X	X
Regional Office of Education for Champaign and Ford Counties	Provides education services at the Juvenile Detention Center throughout the school year and a six-week session of summer school.			X

Stakeholder Collaboration Worksheet

Service Provider/Agency	Services Provided to Clients	Adult Probation	Juv. Probation	Detention
Regional Planning Commission Young Adult Reentry Program	The Young Adult Reentry Program assists individuals between the ages of 18 and 24 who have had previous interaction with the justice system. The Program gives participants the opportunity to find job security and pursue their career goals. The Workforce Development program offers assistance in a number of areas including: educational and vocational assessment, job search assistance, career training, on-the-job training, vocational classroom training, supportive services and job search strategies.	X		
Religious Programming	Local churches provide religious services and/or one-on-one faith-based programming for residents of the Juvenile Detention Center.			X
Rosecrance	Substance Abuse and Mental Health Services, including Drug and Alcohol Assessments and Screenings, Substance Abuse Education, Individual Out-Patient Counseling, and Anger Management and Moral Reconciliation Therapy (MRT) Groups. Rosecrance contracts with the Illinois Department of Healthcare and Family Services to provide SASS services.	X	X	X

Stakeholder Collaboration Worksheet

Service Provider/Agency	Services Provided to Clients	Adult Probation	Juv. Probation	Detention
School for Designing a Society	Pester Power is a community theatre project. A team of individuals presents plays at the Juvenile Detention Center with music, puppets, skits, songs and audience interaction. The audience is encouraged to "do the right thing" for global climate change and to improve the racial climate.			X
Student Opportunities for After School Resources (S.O.A.R.)	Community-Based In-School and After-School Mentoring, Tutorial and Family Advocacy Program.		X	
TALKS	Weekly Men of Force meetings at the Juvenile Detention Center		X	X
Teen Bubble	An organization that originated at the Dane County, Wisconsin, Juvenile Detention Center. Mr. Will Porter teaches residents the history of brass instruments and provides instruction on playing those instruments.			X
The Pavilion	Mental Health Services, Inpatient and Partial Hospitalization Programs, including Mental Health Services and Treatment for detained youth		X	X
Truants Alternative and Optional Education Program (TAEOP)	Truancy Prevention for Champaign Unit 4 School District		X	
University of Illinois School of Science	A weekly science group at the Juvenile Detention Center led by students at the University of Illinois. Youth in custody are given the opportunity to give input on topics of interest to them and the lessons are tailored to our population.			X

Stakeholder Collaboration Worksheet

Service Provider/Agency	Services Provided to Clients	Adult Probation	Juv. Probation	Detention
University of Illinois Students Tutoring Group	A group of volunteer students at the University of Illinois donates their time at the Juvenile Detention Center, assisting students with improving their reading, writing and math skills. This group also presents a program in character building to residents of the facility.			X
University of Illinois Extension Master Gardener Program	The Champaign County Master Gardener Program, through the University of Illinois Extension Office, offers a weekly group that educates detained youth on gardening and horticulture and also provides lessons on insects and birds. This group aims to expose youth to healthy lifestyles through healthy foods, hobbies, and career choices. Along with the youth, the Master Gardeners maintain a Community Garden on the Detention Center's property, where vegetables, fruits, and flowers are grown. Excess produce is donated to local food banks and soup kitchens, allowing youth to be part of giving back to their community.			X
Urbana Neighborhood Connections Center	Serves youth from K-12 in Urbana Public School District #116. Provides Tutoring and Afterschool Services, College and Career Readiness.		X	
Urbana Student Health Center	Mental Health Services, Counseling, Medical Services, Substance Abuse Counseling and Treatment		X	

Stakeholder Collaboration Worksheet

Service Provider/Agency	Services Provided to Clients	Adult Probation	Juv. Probation	Detention
Yoga Instruction	Mr. Jim Rector teaches residents the art of yoga, including practice yoga instruction.			X
Youth and Family Peer Support Alliance	Mentors, advocates and provides support for families and children who are experiencing Mental Health and/or Emotional challenges.		X	X
Youth Assessment Center (YAC)	The YAC monitors Informal and Formal Station Adjustments for youth involved in delinquent activity. Screens youth for services using the YASI.		X	X



Supreme Court of Illinois
ADMINISTRATIVE OFFICE OF THE ILLINOIS COURTS

CFY2020 Annual Plan
Champaign

Submission Date: 9/19/2019 14:20:41

This is to confirm your submission of Section 2.B (Detention) of the Annual Plan for your county fiscal year 2020. Below are the responses you provided.

Please retain a copy for your records and to submit to your Chief Judge and County Board for final review once your plan is complete.

1. Detention Usage

a. Detention usage has changed (increased or decreased). *

No

b. If marked "Yes", describe below the change.

2. Per Diem Rate (Detention Only)

a. Detention Per Diem Rate has changed since last fiscal year. *

Yes

b. If marked "Yes", describe below the change.

\$110 per diem rate offered on a space available basis only to other counties in the Sixth Circuit.

Thank you,

Christine Boyd

Administrative Office of the Illinois Courts



Supreme Court of Illinois
ADMINISTRATIVE OFFICE OF THE ILLINOIS COURTS

CFY2020 Annual Plan
Champaign

Submission Date: 9/20/2019 14:16:14

This is to confirm your submission of Section 2.C (Alternatives to Detention) of the Annual Plan for your county fiscal year 2020. Below are the responses you provided.

Please retain a copy for your records and to submit to your Chief Judge and County Board for final review once your plan is complete.

1. Informal Alternatives

a. Department has informal alternatives to detention. *

Yes

b. If marked "Yes", list below the informal alternatives available.

The Champaign County Juvenile Detention Center places a priority on addressing the needs of minors who are brought to the Center and released without an intake being completed. Prior to releasing a minor from the facility, every attempt is made to identify services available in the community that may assist the minor and/or the minor's family. Although we have no legal relationship with the minor/family, information about services available in the community is provided to the minor and his/her family. For details about community-based services, please refer to the Justice System Stakeholder Collaboration Worksheet (Section 2.A.).

2. Formal Alternatives

a. Department has formal alternatives to detention. *

No

b. If marked "Yes", list below the formal alternatives available.

Thank you,

Christine Boyd

Administrative Office of the Illinois Courts



Supreme Court of Illinois
ADMINISTRATIVE OFFICE OF THE ILLINOIS COURTS

CFY2020 Annual Plan

Champaign

Submission Date: 9/13/2019 8:56:00

This is to confirm your submission of Section 3.A (Strategic Plan) of the Annual Plan for your county fiscal year 2020. Below are the responses you provided.

Please retain a copy for your records and to submit to your Chief Judge and County Board for final review once your plan is complete.

1. Attach the CFY 2019 Strategic Plan. *

Please refer to the document you attached at submission.

2. Attach the status of CFY 2020 Strategic Plan goals*

Please refer to the document you attached at submission.

Thank you,

Christine Boyd

Administrative Office of the Illinois Courts

Status of CFY2019 Department Goals

Please provide an update on the goals submitted in the department's County Fiscal Year 2019 Annual Probation Plan. Describe progress as well as any barriers encountered.

For those goals that were not addressed or not completed during the past year, please explain why and indicate whether it remains a goal or if modifications to the original plan have been made. Please provide a detailed description of the modifications, if applicable.

Status of CFY 2019 Strategic Plan			
Goal: <i>Revise Departmental Policies and Procedures Manual</i>			
Progress (Please check one):	<input type="checkbox"/> Completed <input checked="" type="checkbox"/> Progress Toward	<input type="checkbox"/> Amended <input type="checkbox"/> Not Addressed	
Outcome(s) <i>(Please provide a brief summary of the status including qualitative and quantitative data and information.)</i> During CFY2019, the Director of Probation & Court Services completed an initial review of the Departmental Policies and Procedures Manual. For a variety of reasons, revisions to the Manual were not completed in CFY2019; however, this goal will be included in our CFY2020 Strategic Plan.			
Goal: <i>Implement the Illinois Adult Risk Assessment (ARA) and Juvenile Risk Assessment (JRA) Systems</i>			
Progress (Please check one):	<input type="checkbox"/> Completed <input checked="" type="checkbox"/> Progress Toward	<input type="checkbox"/> Amended <input type="checkbox"/> Not Addressed	
Outcome(s) <i>(Please provide a brief summary of the status including qualitative and quantitative data and information.)</i> During CFY2019, all Adult and Juvenile Probation staff, including supervisors, completed 3-day ARA/JRA and Case Planning Training and began entering all ARA/JRA assessments into the online system in February 2019. Supervisors continue to conduct regular QA measures with officers to identify common mistakes, provide coaching as necessary, and ensure that case plans are being completed around criminal drivers.			
Goal: <i>Complete Certification of the Champaign County Drug Court Program</i>			
Progress (Please check one):	<input type="checkbox"/> Completed <input checked="" type="checkbox"/> Progress Toward	<input type="checkbox"/> Amended <input type="checkbox"/> Not Addressed	
Outcome(s) <i>(Please provide a brief summary of the status including qualitative and quantitative data and information.)</i> During CFY2019, the Champaign County Drug Court Program submitted revisions to its policies and procedures requested by the AOIC. A site visit is scheduled for September 25, 2019.			

(This form may be added to or duplicated as needed)

County Fiscal Year 2020 Strategic Plan

Department Name: Champaign County Probation and Court Services Department

ADMINISTRATIVE		
Area: <i>(Mark only one by placing an X on the line)</i>	<input type="checkbox"/> Fiscal Resource Management <input type="checkbox"/> Mission Statement <input type="checkbox"/> Organizational Structure <input checked="" type="checkbox"/> Policies and Procedures	<input type="checkbox"/> Compensation and Performance Management <input type="checkbox"/> Other (Describe): _____
Goal: <i>Update Departmental Policies and Procedures Manual</i>		
Objectives	Timeline	Person(s) Responsible
Complete final review of current Departmental Policies and Procedures Manual and identify policies/procedures requiring updates/revisions as well as areas requiring the implementation of additional policies/procedures.	3/31/2020	Director and Supervisors
Incorporate updates/revisions and write additional policies/procedures.	5/31/2020	Director and Supervisors with assistance from AOIC Field Coordinator, if necessary
Distribute revised Policies and Procedures Manual to all employees.	6/30/2020	Director and Supervisor of Administrative Services
<i>(This form may be added to or duplicated as needed)</i>		

PROBATION AND COURT SERVICES		
	<input type="checkbox"/> Probation <input checked="" type="checkbox"/> Detention	<input type="checkbox"/> Pretrial <input type="checkbox"/> Problem-Solving Courts
Area: <i>(Mark only one by placing an X on the line)</i>	<input type="checkbox"/> Casework <input type="checkbox"/> Collaboration <input type="checkbox"/> Operational	<input type="checkbox"/> Quality Assurance Measures <input checked="" type="checkbox"/> Other (Describe): <input type="checkbox"/> Policies and Procedures
Goal: <i>Revise Juvenile Detention Center Policies and Procedures Manual</i>		
Objectives	Timeline	Person(s) Responsible
Conduct chapter-by-chapter review of current Juvenile Detention Center Operational Policies and Procedure Manual (last revised in August 2000) and identify policies/procedures requiring updates/revisions as well as areas requiring the implementation of additional policies/procedures.	6/30/2020	Superintendent and Assistant Superintendents
Incorporate updates/revisions and write additional policies/procedures.	8/31/2020	Superintendent and Assistant Superintendents, with approval of the Director
Distribute revised Policies and Procedure Manual to all JDC employees.	9/30/2020	Superintendent and Supervisor of Administrative Services

(This form may be added to or duplicated as needed)

PROBATION AND COURT SERVICES

	Probation <input checked="" type="checkbox"/> Detention	Pretrial Problem-Solving Courts
Area: <i>(Mark only one by placing an X on the line)</i>	Casework Collaboration	Quality Assurance Measures Other (Describe): _____
	<input checked="" type="checkbox"/> Operational	

Goal: *Replace/Upgrade Master Control and Video Surveillance Systems at the Juvenile Detention Center*

Objectives	Timeline	Person(s) Responsible
Complete preparation of Bid Documents and obtain necessary approvals from the Champaign County Board.	10/1/2019	Director of Probation & Court Services, JDC Superintendent, Champaign County Facilities Director, GHR Engineers & Associates, Inc., Champaign County Board
Complete Project Design.	11/21/2019	Director of Probation & Court Services, JDC Superintendent, Champaign County Facilities Director, GHR Engineers & Associates, Inc.
Release Request for Proposals.	12/1/2019	Champaign County Administrative Services Department
Review responses to RFP, select vendor and sign contract with selected vendor.	2/6/2020	Director of Probation & Court Services, JDC Superintendent, Champaign County Facilities Director, GHR Engineers & Associates, Inc., Champaign County Board
Commencement of Project.	3/15/2020	Contracted vendor under the supervision of the Director of Probation & Court Services, JDC Superintendent, Champaign County Facilities Director, and GHR Engineers & Associates, Inc.

Completion of Project.	7/31/2020	Contracted vendor under the supervision of the Director of Probation & Court Services, JDC Superintendent, Champaign County Facilities Director, and GHR Engineers & Associates, Inc.
<i>(This form may be added to or duplicated as needed)</i>		



Supreme Court of Illinois
ADMINISTRATIVE OFFICE OF THE ILLINOIS COURTS

CFY2020 Annual Plan

Champaign

Submission Date: 9/13/2019 8:56:49

This is to confirm your submission of Section 3.B (Annual Report) of the Annual Plan for your county fiscal year 2020. Below are the responses you provided.

Please retain a copy for your records and to submit to your Chief Judge and County Board for final review once your plan is complete.

1. The department completes a separate annual report for the county board. *

No

2. If marked "Yes", attach the annual report.

If applicable, please refer to the document you attached at submission.

Thank you,

Christine Boyd

Administrative Office of the Illinois Courts



Supreme Court of Illinois
ADMINISTRATIVE OFFICE OF THE ILLINOIS COURTS

CFY2020 Annual Plan
Champaign

Submission Date: 9/23/2019 10:00:49

This is to confirm your submission of an Existing Problem-Solving Court in your county for the Annual Plan for your county fiscal year 2020. Below are the responses you provided.

Please retain a copy for your records and to submit to your Chief Judge and County Board for final review once your plan is complete.

1. Type of Problem-Solving Court?

a. Adult or Juvenile

Adult

b. Name and location

Champaign County Drug Court

c. Population served

Drug Court

2. Certification (Adult Problem-Solving Courts only)

a. Is this problem-solving court certified?

No

b. If not certified, are you in the process of obtaining certification?

Yes

3. Probation Positions

a. For the calendar year 2018 (01/01/18 – 12/31/18), how many total probation positions are dedicated to this problem-solving court? (in Full-Time Equivalent)

1.125

i. **Number of dedicated officers (in FTE)**

1

ii. **Number of dedicated supervisors (in FTE)**

0.125

iii. **Number of dedicated support staff (in FTE)**

0

4. Problem-Solving Court Clientele

a. **For calendar year 2018 (01/01/18 – 12/31/18), how many individuals were**

a.1. **Number screened for eligibility:** 62

a.2. **Number assessed:** 43

a.3. **Number accepted:** 39

a.4. **Number rejected:** 4

b. **Average length of program from acceptance to graduation?**

18.6 months

c. **What is the annual capacity or number of program slots available each year?**

70

d. **What is the current enrollment in this problem-solving court?**

49

e. **Total number of clients supervised during calendar year 2018 (1/1/18 – 12/31/18) for this problem-solving court:**

96

f. **Average length of time between an individual's referral and acceptance into or rejection from the problem-solving court?**

19 calendar days

g. **For calendar year 2018 (01/01/18 – 12/31/18), what were the total number of discharges?**

41

Discharges by Category:

1. Graduation	21
2. Neutral	0
3. Voluntary	0
4. Unsuccessful	20

Total number of unsuccessful discharges due to the following reasons:

1. Number Technical Violation with no new arrest	18
2. Number New arrest	0
3. Number Both	2
4. Number Other	0
If "Number Other," please specify reason	

Thank you,

Christine Boyd

Administrative Office of the Illinois Courts



Supreme Court of Illinois
ADMINISTRATIVE OFFICE OF THE ILLINOIS COURTS

CFY2020 Annual Plan
Champaign

Submission Date: 8/30/2019 14:55:12

This is to confirm your submission of Section 1.H (Training Logs) of the Annual Plan for your county fiscal year 2020. Below are the responses you provided.

Please retain a copy for your records and to submit to your Chief Judge and County Board for final review once your plan is complete.

1. Attach Annual Training Logs for each employee. *

Please refer to the document you attached at submission.

Thank you,

Christine Boyd

Administrative Office of the Illinois Courts

CHAMPAIGN COUNTY

TRAINING RECORDS

JANUARY 1, 2018 TO DECEMBER 31, 2018

LAST NAME	FIRST NAME	DIVISION	# OF TRAINING	
			HOURS COMPLETED	NOTES
Busboom	Lacey	Specialized Services	24.00	
Cardani	David	Adult Probation	25.00	
Carey	Michael	Specialized Services	2.50	Resigned 08/24/2018
Carter	Reece	Juvenile Detention	13.00	Resigned 07/11/2018
Cimino	Amy	Juvenile Detention	6.00	Resigned 04/19/2018
Collins	Abby	Juvenile Detention	88.00	
Crites	Jennifer	Adult Probation	37.50	
Cruz	Antonio	Juvenile Detention	52.75	
Davis	Amber	Juvenile Probation	44.50	
Devoe	Takia	Juvenile Detention	118.25	
Dukeman	Amanda	Juvenile Detention	44.50	
Easton-Morris	Kimberley	Adult Probation	34.50	
Eaton	Jenna	Juvenile Detention	46.50	
Elmore	Marla	Juvenile Detention	54.25	
Foster	Thomas	Juvenile Probation	45.50	
Gault	Lucas	Juvenile Detention	41.75	
Goodrum	Kaitlyn	Juvenile Detention	77.25	
Gordon	Joseph	Director	5.00	Resigned 06/29/2018
Graham	Lindsay	Adult Probation	3.00	Resigned 07/03/2018
Griffeth	Andrew	Juvenile Detention	54.25	
Hall	Patricia	Juvenile Detention	47.75	
Harris	Taylor	Juvenile Detention	96.50	
Hawk	Laura	Juvenile Detention	41.50	
Hewkin	Heidi	Juvenile Probation	43.50	
Hunt	Jerry	Juvenile Detention	40.00	
Jackson	Daryl	Juvenile Detention	63.00	
Jackson	Keyana	Juvenile Detention	39.25	Resigned 08/31/2018
Jarvis	Jennifer	Administration	8.25	Promoted to Supervisor-Administrative Services 07/23/2018
Jessup	Jeremy	Specialized Services	41.00	
Jones	Haley	Juvenile Detention	110.00	
Kleppin	Lori	Specialized Services	50.00	
Kolakowski	Tiffany	Juvenile Detention	55.75	
Matthew	DeShonna	Specialized Services	41.50	
Naese	John	Juvenile Detention	40.25	
Nau	Meghan	Adult Probation	31.50	
Newbern	Antonio	Juvenile Detention	54.50	
Nugent	Jeff	Adult Probation	33.50	
Oestreich	Heather	Juvenile Detention	55.75	
Ogle	Kyle	Juvenile Detention	54.50	
Rardin	Christopher	Juvenile Detention	43.00	
Reynolds	Siobhan	Juvenile Probation	39.00	
Robertson	Cale	Juvenile Probation	40.50	
Roelfs	Nicole	Specialized Services	14.00	
Roesch	Julie	Specialized Services	31.50	
Roush	Lucas	Juvenile Detention	94.50	
Rumple-Stahl	Heather	Specialized Services	44.50	
Saveley	Kyle	Juvenile Detention	50.00	
Schultheis	Elizabeth	Specialized Services	49.50	
Schwab	Charles	Juvenile Detention	40.75	
Seilhmer	Michael	Adult Probation	34.00	
Siders	Shannon	Adult Probation	38.00	
Traynor	Lauren	Juvenile Detention	56.25	
Venuso	Anthony	Juvenile Detention	1.00	Resigned 03/22/2018
Ward	Kendra	Juvenile Detention	77.00	
Wells	Amanda	Adult Probation	25.50	
Wells	Janet	Adult Probation	31.00	
White	Max	Juvenile Probation	98.50	
Wileaver	Briene	Juvenile Detention	69.75	
Williams	Danielle	Juvenile Detention	77.25	
Williams	Michael	Director	25.50	
Williams	Michelle	Juvenile Detention	55.75	
Willis	Keith	Juvenile Detention	35.65	
Worman	Timothy	Juvenile Detention	125.00	
Wyre	Robert	Specialized Services	31.50	
Zebe	Teresa	Juvenile Probation	42.00	
		TOTAL	3,036.90	