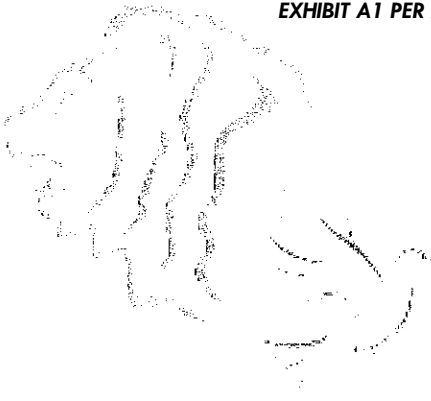




# *Introspect*

*Choices for the 21<sup>st</sup> Century*

**Proposal**



# Introspect

*Choices for the 21<sup>st</sup> Century*

August 1, 2012

## Monterey County Jail

Introspect is pleased to present this proposal for your review. We are requesting funding for a Program Coordinator position. This position will allow us to expand our existing program and more fully meet the need of the jail as it relates to the 1170(h) inmate.

The Program Coordinator will be responsible for the flow of service now provided for the inmate of the Monterey County Jail. This includes general education, GED preparation, chemical dependency recovery education, life enhancement, employability and other programs that will facilitate inmates' success upon release. The Program Coordinator will be the primary screener and program selector for the inmate who wishes to involve themselves with our programs. Program Coordinator will administer screening tools such as a social history, education level, alcohol and drug use history. In addition to testing and screening, they will monitor inmates throughout their time in program and follow up with them post-release.

This person will also coordinate outside recovery and training programs as they relate to custody programs, which for the most part would be continuing education, chemical dependency recovery and employability. The coordinator would also teach some selected classes.

Introspect has a long history working with the Jail in developing programs, operating and consulting concerning education, recovery and life skills programs. Working with the jail since 1998, Introspect has moved from occupying the boot storage closet to utilizing a full wing dedicated to offering people the opportunity to change, experience personal growth and eliminate self-destructive habits. A primary focus is the promotion of alcohol and other drug-free lifestyles that can lead to improvement of individuals, their families and their communities.

The Introspect program for male and female inmates combines well-researched and outcome-oriented approaches to assessment, intervention, recovery education and treatment. Introspect is committed to the development and implementation of new and innovative treatment and education programs. Our intent is to continue in this direction

to meet the needs of the jail, community and inmate. We believe this additional person will enhance the existing program and expand addressing the 1170(h) inmate situation.

We have seen much success in our Jail programs and with this expansion we expect to continue and grow. Our proposal request of \$78,068.00 in funding for a 12-month period is for personnel, material costs, testing materials and a laptop computer. Please give me a call if you have any questions concerning this proposal (831)214-0138.

Jim Guy  
Introspect Program Director

## Statement of Need

According to the Bureau of Justice Statistics there are 1.5 million inmates in prison with diagnoses of substance dependency. Also 68% of local jail inmates meet the same criteria (the latest figures are from their 2002 survey). Alcohol and or drugs are implicated in 78% of all violent crimes, 83% of property crimes, and 77% of all other crimes. Statistically only 11% of the incarcerated population receives treatment for this problem. According to the Federal Bureau of Prisons treatment programs reduce the rate of recidivism, reduces criminal behavior and increases the overall chance of employment upon release. (BJS)

Substance abuse recovery treatment must be administered with an eye toward judicious use of limited resources. "Clinicians must incorporate strategies, such as pretreatment preparation and motivational interviewing, to minimize client attrition." (Wormith, Althouse, Simpson, Reitzel & Fagan, 2007) (Miller & Rollnick, 2002)

With these statistics in mind and with the new 1170(h) inmate population at the Monterey County Jail, adding the position of Program Coordinator will enhance our existing service to the jail and meet the need of the longer jail commitments of the 1170(h) inmate, while we continue to address the problems of the incarcerated person.

Monterey County Jail without the extended programs, the 1170(h) inmate will be serving the longer jail time without addressing any of the issues outlined above. Without an extended program the 1170(h) inmate will also be affecting those less sophisticated inmates in the regular jail population.

With the addition of the 1170(h) inmate, it will be necessary to add classes or expand services because of the longer sentences of this inmate. However, this addition and expansion does put us in the position to improve over all the program inmates' recovery potential. These classes will include lengthened training in areas such as employability, conflict resolution, managing stress, recognizing and changing self-destructive thoughts, critical thinking and information-seeking skills. The proposed expanded curriculum would include all these areas of instruction. Also the opportunity for the family to be involved in the recovery process will be offered with the addition of this position. Family and community involvement in postrelease enhance treatment and

ease the transition from institution to community therefore success rates increase.  
(Wormith, Althouse, Simpson, Reitzel & Fagan, 2007)

With this longer term population it will be necessary to expand other services now being offered to the jail inmate. These additions will include an increase in our level of testing and history taking, with a more concentrated orientation phase.

The increase of time the inmate may be in custody as well as the additional programs will mean more outside service and volunteers will be wishing to involve themselves with these inmates. This will require closer coordination with the Program Sergeant and the Program Commander. This new position is designed to assist the Jail staff with some of the new responsibility as it pertains to program.

The 1170(h) and program inmate will require closer monitoring, with the added classes and testing, an increase in family contact and increase in post-jail follow-up this will demand more intense tracking. The process will become more sophisticated as the program increases, so will the need for increased monitoring.

The population served by the program coordinator will be the Monterey County Jail inmate who has chosen to involve themselves in the Introspect program, Liberties Pride, life skills, and GED education. While at this time we are serving the 1170(h) population, this will allow us to expand our time and better meet the needs of that population.

#### References:

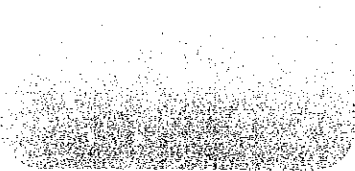
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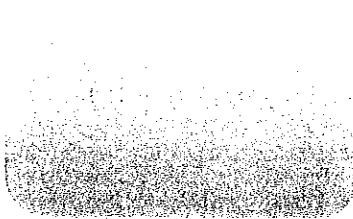
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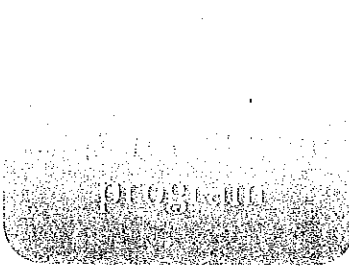
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## Project and Program Description

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- Reduction in recidivism
  - Success upon release:  
Return ex-offender to socially acceptable status

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- Substance abuse recovery education (enhanced)
  - GED
  - Self-conflict, stress and emotional control education
  - Increase quality controls
  - Better tracking and follow-up

- 
- Add Program Coordinator position
  - New classes
  - Screenings
  - Close coordination with Program Commander and Program Sargent
  - Assist Program Staff coordinate volunteers related to recovery education

## Goals and Objectives

The goal of the program is two-fold: a reduction in recidivism and a return to productive and socially acceptable status for the inmate upon release. From the first interaction with the teacher or group leader, inmates are taught specific skills to assist in shaping thoughts into more productive and positive mechanisms for achieving their short- and long-term goals. Combined with a thorough evaluation of their aptitude and interests and coupled with systematic confrontation of substance abusing behaviors, these techniques work to change the participant's emotions and behaviors. The program works because it is these very changes that are needed upon release to prevent a return to activities, which will result in more arrests and convictions.

The major objectives include:

- 1 Increases in quality controls and expanded services now provided by Introspect and the Monterey County Jail.
- 2 Additional monitoring of the inmate's progress and expand our follow-up with inmates upon release.
- 3 Incorporate the family in the inmate's recovery in a focused and constructive manner.
- 4 Add classes designed to improve self-concept, employability skills, and how to more effectively deal with conflict, stress and emotions.
- 5 More coordination with jail program staff and closer communication with administration.

**Limitations:** Space availability at the Monterey County Jail.

Introspect anticipates completing 200 inmates per calendar year. Completions are anticipated to include both 1170(h) and both male and female rehabilitation inmates.

Limits to serve are to the Main Jail population.

**Program Coordinator:**

Will be responsible for coordinating services to the inmates involved in all phases of the Introspect program, including education, GED, basic academics, chemical dependency, personal growth, employability and life-skills programs. This position will also be responsible for the administration of the screening tools needed to place the inmate in the appropriate track to prepare for successful post-jail life. In addition to screening, the Program Coordinator will also track and monitor the inmates throughout their time in program and follow-up with inmates post-release. The Coordinator will also liaison with the Program Commander, Program Sergeant and other Jail staff as necessary

along with assisting Jail program staff with the coordination of volunteers as they relate to the program.

Although Introspect staff will overlap in all program areas, the Coordinator will be responsible for the following phases of the program.

### **Orientation Phase:**

This is the entering point of the yearlong program. The inmate will be evaluated by the Program Coordinator and placed on the proper track. The orientation phase should take two weeks.

The evaluation will include the taking of a thorough life history, which will include work history, custody history, family history and drug and alcohol use history. Inmate will also be given the Cage Evaluation and the Color Test. These tests are designed to determine their addiction level and a reading of the inmate's life view at that particular time. The color test will be reapplied at the completion of the inmate's program to measure any life outlook change that may have occurred as a result of the program. The inmate will also be given an aptitude and interest test to assist in directing them in their employability search. The case manager will coordinate this process.

Also during orientation, the inmate will participate in a class designed to strengthen positive self-concept while pointing out the negative and showing simple steps a person may take to have a success-oriented self-concept. The class should help the inmate adjust to the requirements of the facility and the program.

At the conclusion of orientation, the inmate will be placed on the track that fits his or her need. Since our data shows over 80% of the inmates we have seen are chemical dependent, and many are without a high school diploma, most of them will begin in the recovery and GED preparation track.



Orientation Phase	
Assessment and assignment	2 weeks
Recovery Phase	
Choices	4 weeks
Liberties Pride	8 weeks
Anger Management	2 weeks
Self-concept, Self-esteem, Self-confidence	2 weeks
Dealing with: emotions, conflict, stress	2 weeks
Thinking: clear thinking, critical thinking, systems thinking, information seeking skills	4 weeks
These classes will meet three times a week. This will be the <i>most intensive phase</i> .	
<b>24 weeks total</b>	

## The Recovery Phase

This is the most intense phase of the program; inmates will be introduced to chemical dependency recovery. Early focus will be on recovery as a process, and that process being one of change.

The Orientation/Recovery phase will be approximately 24 weeks total, broken down into various concentrations. These concentrations will fall under these broad categories. *How Recovery Works, Self-awareness and Change, Growing in Recovery, Applying Recovery to Life, and Planning for your Continuing Recovery.*

Participants will begin this phase with the denial confronting class called choices. Also anger management training will be introduced at this time. These classes last six weeks in duration.

The Recovery Phase continues with the concentration shifting to, growing into recovery and applying recovery to life. The focus here will be in the areas of self-esteem, self-confidence, dealing with emotions, conflict and stress. Also in this area systems

thinking, critical thinking and information-seeking skills will be included. These classes will be eight weeks in duration.

The final classes in the recovery phase will be in the area of relapse prevention. These classes will include an awareness of relapse symptoms and tools that assist in the client's interference with a relapse process. This class will be four weeks in duration.

## Employability Phase

At the completion of the recovery phase, the inmate will begin their job preparation. Having already completed their preliminary job screening in orientation their focus will be on the basics of job finding and keeping. These classes will include, but not be limited to: Identifying interests and work styles, application and resume preparation, as well as keeping the job once they have gotten it.

Aside from the job basic training mentioned above, the inmate will be schooled to honestly answer any questions concerning his or her criminal record, drug and alcohol use, and history of criminal activity. Class time for this segment is six weeks.

The Program Coordinator will begin to bring together prospective employment services with the inmate.

The Recovery Phase and the Employability Phase will meet three times a week for a total of six hours per week. Total hours for both segments are approximately 192 hours, 32 weeks.

Once the inmate completes eight months of the intense phases of the program plus two weeks of orientation, the inmate will begin the less concentrated aspects of the program—the Life Skills Phase.

<b>Employability</b>		
<b>Meet weekly</b>	Identifying Interests, Identifying Work Styles, Why we Work	3 weeks
<b>Meet weekly</b>	Application and Resume preparation, Interview Preparation, Keeping the Job	3 weeks
These classes will meet three times a week.		<i>6 weeks</i>

## Life Skills Phase

For the next ten weeks inmate will be attending the following weekly classes:

Life Skills Phase	
Meet Weekly	Setting Priorities, Setting Goals, Decision making, Solving problems, Planning, Managing time, Dealing with criticism, Dealing with failure
These classes will meet once a week for 2 hours/class	
	10 weeks

## Optional Classes

### With Prerelease Planning

Six optional classes will be available for the inmate during their prerelease-planning phase. These classes will include Effective Listening and Speaking, Assertiveness Training, and Giving and Following Directions. There will be a total of 12 hours of instruction. During this final phase the inmate will be retested and interviewed to determine any effective change that has occurred during their program time.

It should be noted that for extended time inmates, those staying beyond a year, contact will continue through a structured discussion group, and a directed reading list will be provided for them. The inmate will have the ability to check out listed books through the program.

Optional Classes	
Resources for Achievement, Effective Listening, Effective Speaking, Assertiveness, Giving Direction, Following Directions	6 weeks
<i>To complete a year, the student will have opportunity to Be involved in a directed reading program with discussion</i>	

**Metrics:**

Phone follow-up one month post-release. Then quarterly contact with a total of five opportunities for contact in a 12-month period. Interviews will be conducted periodically for those ex-offenders involved with our Continuing Care Program to determine success.

Quarterly reporting will be submitted to Program Commander.

**Program Coordinator Qualifications and Skills:**

**Job Description:** The Program Coordinator will be responsible for coordinating the inmates involved in our education, chemical dependency, personal growth, employability and service program. They will also be responsible for coordinating related outside recovery and training programs, which include continuing education and referrals to job placement services.

The Program Coordinator's primary responsibility will be the administration of the screening tools needed to place the inmate in the appropriate track. This will involve taking family and social history, determining their education level, work history and alcohol and drug use history. The inmate population includes those who will be serving up to three years under an 1170(h) sentence.

In addition to screening, the Program Coordinator will also monitor inmates throughout their time in program and follow-up with inmates post-release.

The position will be under the direct supervision of the Program Manager, but for the most part it will be self-directed. Hours can be flexible. There will be some evening hours as we work with the Jail schedule and at the Jail's discretion. The candidate will need to pass a Jail background screening. As this is a new project, the person hired will need to have the vision and creativity necessary to partner with the Director and Manager in fine-tuning the position.

Salary: Based on education and experience.

Education: BA in human service field preferred; candidates with relevant applicable experience in social services will also be considered; training in chemical dependency recovery.

**Qualifications and Skills:**

Training in the field of alcohol and drug abuse recovery education with forensic population experience at some time in their career. An understanding of basic testing and screening tools such as the Substance Abuse Subtle Screening Inventory, Lucher Color Test, CAGE questionnaire, Millon or other assessment and other personality inventories. Able to work in a self-directed way, a self-starter with flexibility in required hours.

**Budget**

Budget  
Program Coordinator

Coordinator Salary	55,000
G&A	8250
FICA	4207
Workers Compensation	11
	67,468
General office supplies	1200
Printing	3000
Material testing and evaluation	5000
Laptop computer	1400
	10600
<b>TOTAL</b>	<b>78,068</b>

**Staff and Organization Information**

Introspect is a non-profit organization and have a program designed to assist those who suffer from chemical addiction and their families find a way out. All our staff are trained and educated and have the capacity to sustain the program. We place before the client tried and true approaches that have given those who suffer from addiction the tools that have in the past worked for many in overcoming their dependency. We have found,

as a result of many years working with the chemical dependent and their families, no silver bullet or a one-size fits all approach. What works for some does not necessary work for all. The Introspect way is eclectic, incorporating many approaches to solve the problem.

Introspect is much more then just throwing out concepts in hopes something sticks. Spirituality, process, growth, hope, self-awareness and self-honesty are the keys to recovery as far as we at Introspect are concerned. Not just words, but a way of life. Breaking these terms down and developing or refining methods to bring them to meaning in our life. At Introspect we do not wear these concepts like a coat or sweater, but we ingest them, to the point that we strive to allow what they represent to become what we are today, and what these words represent is what we espouse. This is achieved simply by expecting and allowing this process to bring about the growth that will take the addict or family-member to a recovering maturity. As is said, it is a simple program but not one for the casual bargain hunter.

All our teachers are skilled in this process and have experienced the spiritual transformation and sobriety, which comes because of living these principles. Principles, which, if one were to look deeply, we would find in the many approaches to chemical dependency recovery that are used with some success today. We are not a "terminally unique" organization but we have been able to take the best of many, and concentrate them into a life-changing course of action. These are concepts that are taught by those who have successfully followed this path. So with a singleness of purpose it is our desire to pass on what we have received.

# Introspect Program Coordinator Timeline

