



**WINONA COUNTY RE-ENTRY
ASSISTANCE PROGRAM (WRAP)
PROGRAM DESCRIPTION**

WRAP Target Population: The target population for the WRAP program includes individuals who are:

- Adults (18 years or older) AND
- Who have been booked into the Winona County Jail during the past year or are at risk of being incarcerated (which may include a pending criminal charge, probation violation, warrant, etc. AND
- Are at medium to high risk of recidivism AND
- Have identifiable criminogenic needs AND
- Are willing to participate in the program voluntarily OR
- Are a participant in the Treatment Court of Winona County

Program Goals:

1. To decrease the recidivism rate of offenders through comprehensive evidence-based case management and the coordinated delivery of services.
2. To increase the number of jail inmates who are screened for mental illness and risk of re-offense; and
3. To increase service referrals provided to jail inmates through an interview, screening and needs assessment upon initial incarceration, even if the candidate does not require extensive reentry planning.

WRAP Program Process: The WRAP Process differs depending upon whether the individual is incarcerated or in the community.

A. In Custody WRAP Process

1. **Booking:** When an inmate is booked into the jail, the jail staff administers a Correctional Mental Health Screen for Women (CMHS-W) or Correctional Mental Health Screen for Men (CMHS-M) and ORAS-CSST (Ohio Risk Assessment Tool – Community Supervision Screening Tool).
 - a. Jail staff records the scores in the LETG (Law Enforcement Technology Group) records management system
 - b. The Jail Intake Worker collects the screens
2. Bail Evaluation Stage:
 - a. Bail Evaluation Eligible Clients: The Jail Intake Worker conducts bail evaluations on individuals who are booked into the jail on new criminal charges or warrants. The Jail Intake Worker does not conduct bail evaluations on individuals who are booked in on a “probation violation only” hold. During the bail evaluation stage, the Jail Intake Worker:
 - i. Completes a bail evaluation using the “new” Statewide Bail Evaluation Tool (adopted from the Hennepin County Model). During the bail evaluation stage, the Jail Intake Worker;

- a) Conducts a personal interview with the inmate;
 - b) Gathers information about mental health/chemical dependency issues and includes it in the memo section of the bail evaluation;
 - c) Gathers criminal history information;
 - d) Gathers information from collaterals;
 - ii. Other functions performed by the Jail Intake Worker at this stage include
 - a) Providing immediate referrals to services;
 - b) Assisting inmates in completing the public defender eligibility application.
 - b. Bail Evaluation Ineligible Clients: Those individuals who do not qualify for a bail evaluation include individuals who are booked in on “probation only” holds.
3. First Appearances:
- a. Judge orders individuals to complete WRAP APPLICATION PACKAGE as part of release process (like booking and fingerprinting). Note, the application papers will have language for the inmate to opt out (and not provide information or a release of information), so that they can still be compliant with the judge’s order to complete the papers.
 - b. Jail Intake Worker attends 1st appearances and keeps track of release conditions for all individuals appearing.
4. Immediately Post-1st Appearances:
- a. Jail Staff provides inmate with WRAP APPLICATION PAPERS and assists as necessary in completion of the papers. (The Jail Intake Worker can assist with this, as time permits, for inmates who are not released immediately post 1st appearances).
 - b. Jail Intake Worker puts application materials in client file, records results of ORAS-CSST and CMHS and transmits to the Grant Manager/Program Director for Target Population Screening.
5. Target Population Screening and Acceptance/Rejection: The Grant Manager/Program Director performs target population screening, determining final eligibility for services and the appropriate track for case management.
- a. Accepted Clients: The Grant Manager/Program Director assigns accepted clients to the appropriate case management track and notifies the client and/or case manager of accepted clients. Assignment to a track is made on a priority basis, as follows (listed from highest to lowest priority):
 - i. Early Intervention Track-Jail Intake Worker, Case Manager: Reserved for individuals who only need early, but brief intervention (such as a bus pass, identification card)
 - ii. Treatment Court Track-Treatment Court Coordinator, Case Manager: For individuals who are in Treatment Court
 - iii. CHIPS Track-CHIPS Social Worker, Case Manager: For individuals who are involved in child protection cases
 - iv. Probation Track-Probation Officer, Case Manager: For individuals who are not in treatment court or involved in an active CHPS case, but are on probation

- v. MI/CD (Mental Illness/Chemical Dependency) Track-Adult Mental Health Case Manager: For individuals who have mental health/chemical dependency needs but are not in Treatment Court, on Probation or involved in a child protection case.
 - b. Rejected Clients: Rejected applicants will be notified and given an opportunity to submit additional information, undergo additional screening or appeal to the WRAP team for a professional override approval into the program.
- 6. Case Management:
 - a. Case Plans: Case Managers develop case plans using additional screening/assessment and case management processes that they utilize in their discipline. For example, probation utilizes the LSCMI (Level of Service Inventory Case Management Inventory) and Carey Guides, whereas Child Protection develops case plans pursuant to Department of Human Services Guidelines.
 - b. Funding Requests: Case managers submit funding requests to Grant Manager/Program Director who determines eligibility for funding requests based upon WRAP policies and grantor restrictions.
 - i. Approved expenses: Grant Manager/Program Director notifies case manager of approved expenses and coordinates payment with them. Case manager obtains receipt for paid expenses from client and transmits to Grant Manager/Program Director.
 - ii. Unapproved expenses: Grant Manager/Program Director notifies case manager of unapproved expenses. Case manager can appeal to WRAP Team for unapproved or out of the ordinary funding requests
 - c. Data Collection: All case managers collect data and submit to Grant Manager/Program Director (see Data Collection section).
- 7. WRAP Team: A WRAP Team comprised of the Jail Intake Worker and a representative case manager from each track, plus the Grant Manager/Program Director and supervising Department Head, will serve as an meet or e-meet as needed to decide professional override admission to the program, extraordinary funding requests and general case management consultation issues. The WRAP team will also develop program policies, including parameters for funding requests.
- 8. Grant Reporting The Grant Manager/Program Director will be responsible for completing and filing required grant reports.
- B. Out-of-Custody WRAP Process: Out-of-custody individuals who wish to apply for the WRAP Program must meet with the Jail Intake Worker and complete the CMHS, ORAS-CSST and WRAP APPLICATION PACKAGE. The process then continues with Step 5 above.
- c. Data Collection: Case managers are required to track data per grant requirements. See attached data collection sheet.