



WINONA COUNTY REENTRY ASSISTANCE PROGRAM PLUS

Policies and Procedures Manual

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I. Program Overview

A. History:

In 2007, the Winona County Board of Commissioners approved the creation of the Winona County Criminal Justice Coordinating Council (CJCC) which is a non-adversarial, working program and policy-making team comprised of select members of the justice system plus public members. Since its creation, the CJCC has addressed system-wide issues related to the operation of the justice system. This group oversaw the creation of the Treatment Court of Winona County (TCWC), the Community Assessment and Reintegration (CARE) program, and the Winona Re-Entry Assistance Program (WRAP). The latter two were grant-funded programs that were created by the CJCC through its Jail & Jail Alternatives (JJA) Committee to address an identified lack of effective re-entry programming as an important and pressing need in Winona County. However, several additional gaps were identified through the operation of these two programs. Specifically, the newly identified gaps included the need for a collaborative and coordinated approach within the criminal justice system to help individuals with mental illness (MI) or co-occurring mental illness and substance abuse (CMISA), the need for additional behavioral health and chemical dependency interventions both for those in-custody in the Winona County Jail and for those who had been recently released from custody, and the need to bridge the gaps between criminal justice agencies and behavioral health and chemical dependency providers through greater cross-training. It is these gaps that the present program, the Winona Reentry Assistance Program Plus (WRAP+) is intended to address.

B. Mission:

WRAP+ is a cross-systems, collaborative program whose mission is to provide opportunities for justice-involved individuals with mental illness or co-occurring mental illness and substance abuse to succeed in their recovery, enjoy a better quality of life and avoid future involvement with the justice system.

C. Program Goals:

WRAP+ has three main goals as listed below:

1. To rapidly identify justice-involved individuals with mental illness (MI) or co-occurring mental illness and substance abuse (CMISA) and to provide an opportunity for them to voluntarily receive comprehensive case management and care coordination, as well as financial support consistent with their individualized case plan, so they can access and receive services and supports which will improve their mental well-being and quality of life, reduce their drug dependence (if applicable) and allow them to avoid further involvement with the criminal justice system, thereby increasing public safety and reducing recidivism;
2. To enhance in-jail behavioral health and chemical dependency services to lay the foundation for continuation of treatment in the community, thereby increasing public safety; and
3. To provide extensive cross-training for criminal justice system personnel and behavioral health/chemical dependency providers to bridge knowledge gaps and improve outcomes for MI/CMISA offenders.

D. About this Manual:

This manual was developed with input from the WRAP+ Policy and Procedure Committee, an implementation committee of the WRAP+ Task Force. Members of the Policy & Procedure Committee, and their respective positions in the justice system at the time the Manual was initially adopted in June of 2021, are as follows:

Name	Department	Position
Michael Kuehn, Chair	Third Judicial District Public Defender's Office	Managing Attorney
Steve Buswell	Winona County Sheriff's Office	Jail Administrator
Trish Chandler	Winona County Sheriff's Office	Jail Intake Worker
Kalene Engel	Winona County Criminal Justice Coordinating Council	Executive Director & Grant Manager of WRAP+
Christy Ferrington	Hiawatha Valley Mental Health Center	Adult Community-Based Services Director
Dave Fruth	Winona County Sheriff's Office	Jail Shift Commander
Dave Glithero	Winona County Sheriff's Office	Assistant Jail Administrator
Justin Green	Winona County Criminal Justice Coordinating Council	Public Member
Deb McClellan	Live Well Winona	Winona Community Hub Manager
Rená Patterson	Minnesota Department of Corrections	Supervisor
Karin Sonneman	Winona County Attorney's Office	County Attorney

The purpose of this manual is to guide the work of the Winona Reentry Assistance Program Plus and to provide structure for decision-making processes. It describes the governing procedure by which the program will be operated. Changes to this policy may be adopted with the approval of the WRAP+ Task Force, which serves as the oversight committee for WRAP+.

E. Program Flowchart

A program flowchart illustrating the intake, assessment and case management stages of the program can be found at Appendix A – WRAP+ Program Flowchart.

II. Definitions/Acronyms

Throughout this manual, the following words or abbreviations have the following definitions or meanings:

accepted applicant or WRAP+ accepted applicant	an individual who has been accepted to WRAP+, but has not yet become a WRAP+ participant; eligible for Tier 1 funding
alumni participant	an individual who has successfully completed WRAP+; alumni are eligible for Tier 3 funding for up to 6 months after program completion
applicant	an individual who has completed an application for WRAP+
BJMHS	Brief Jail Mental Health Screen; a validated mental health screening tool
candidate	an individual who may be eligible for WRAP+, but has not yet submitted an application
case manager or CM	an individual who oversees the development and implementation of a case plan or care coordination plan
case plan or care coordination plans	individualized plans which identify the client's goals and interventions or activities that must occur to achieve those goals
Community Connector or CC	a community-based case manager or lead case planner who works within the structure of the Winona Community Hub
Chemical Dependency Assessment or Rule 25 Assessment	a clinical tool used to assess an individual for substance use disorders. In Minnesota, this is commonly referred to as a Rule 25
client	the term the Winona Community Hub uses to describe it individuals who are engaged with a Community Connector and are working on a care coordination plan
CMISA	co-occurring mental illness and substance abuse
CJCC	Winona County Criminal Justice Coordinating Council
current participant	an individual who is actively participating in a specialty treatment court, i.e. Treatment Court of Winona County or Veterans Treatment Court
diagnostic assessment or DA	a written report that documents the clinical and functional face-to-face evaluation of a person's mental health
GM	grant manager – see Roles & Responsibilities
HUB	see Winona Community Hub
HVMHC	Hiawatha Valley Mental Health Center
JJA	Jail and Jail Alternatives Committee, a committee of the CJCC
JIW	Jail Intake Worker – see Roles & Responsibilities
JMHCP	Justice and Mental Health Collaboration Program, a federal grant program which supports cross-system collaboration for individuals with MI or CMISA who come into contact with the justice system

JSW	Jail Social Worker – see Roles & Responsibilities
LCP	Lead Case Planner – see Case Management; an LCP can either be a TCC or a CC
LSCMI	Level of Service Case Management Inventory; case management tool and an assessment that measures the risk and need factors for offenders
Mental Health Partner	the mental health partner for the JMHCP Grant is Hiawatha Valley Mental Health Center
MI	Mental illness
ORAS-CSST	Ohio Risk Assessment System – Community Supervision Screening Tool, a risk screening tool
participant or WRAP+ participant	An accepted applicant who has signed a WRAP+ Release of Information and has a valid diagnostic assessment; eligible for Tier 2 funding.
Professional Override	An override of existing eligibility requirements or funding guidelines, made by the WRAP+ Task Force
TCC	Treatment Court Coordinator (for either TCWC or VTC)
TCUDS-V	Texas Christian University Drug Screen V, a substance use screening tool
TCWC	Treatment Court of Winona County
VTC	Third Judicial District Veterans Treatment Court
WRAP+	Winona Reentry Assistance Program Plus.

III. Eligibility Requirements (Target Population)

The target population for WRAP+ is **high risk/high needs adult residents of Winona County** who, have **involvement with the criminal justice system**, have been **diagnosed** as having MI or CMISA or who manifest **obvious signs** of MI or CMISA, who **agree to participate**, and who are **not excluded** due to **risk of violence or criminal history**. Each of the highlighted terms above is further defined below.

A. High Risk/High Needs:

An applicant must score in the high-risk category on the Ohio Risk Assessment System – Community Supervision Screening Tool to meet this eligibility criteria. A male who scores 3 or a woman who scores 4 is considered high risk.

B. Adult Resident of Winona County:

An applicant will be considered a resident of Winona County if at the time of application, the applicant is at least 18 years of age and:

1. Resides at a permanent address in Winona County OR
2. Is homeless but considers themselves to be a resident of Winona County;
3. Currently resides elsewhere but intends to establish residency in Winona County within 3 months of the date of application

C. Involvement with the Criminal Justice System:

An applicant will be considered to have involvement with the criminal justice system if, at the time of application, the applicant self-reports that he or she:

1. Was arrested within the past year; OR
2. Was charged with any state or federal crime in any jurisdiction within the past year; OR
3. Has pending criminal charges; OR
4. Was an inmate in any state or federal custodial facility (such as a jail or prison) or other comparable locked facility (such as a secure medical facility) within the past year; OR
5. Is subject to terms of court supervision or probation from a criminal matter; OR
6. Was a suspect or a potential victim for a law enforcement call for service within the past year, OR
7. Was the subject of a welfare check by law enforcement within the last year, OR
8. Was screened for civil commitment within the past year OR
9. Was the subject of a child in need of protective services (CHIPS) investigation within the past year or was a party or participant in a CHIPS court case within the past year;
10. Is presently the protected party of a harassment restraining order, an order for protection or a domestic abuse no contact order or am the person against whom one of those orders was issued; OR
10. Is a participant (whether in good standing or not) or has been a participant within the last year in any specialty problem solving court (such as drug court or veteran's court).

D. Mental Illness (MI) or Co-Occurring Mental Illness and Substance Abuse (CMISA):

An applicant will be considered to MI or CMISA if, at the time of the application, the applicant:

1. Receives a score on the Brief Jail Mental Health Screen (BJMHS) which would require a referral for further mental health evaluation. Specifically, a YES answer to either Question 7 or Question 8 or two YES answers to Questions 1-6; OR
2. If the individual performing the BJMHS screen believes a referral for mental health evaluation is necessary for any other reason OR
3. If, within the year prior to application, the applicant has had a mental health diagnosis and has received treatment from a mental health practitioner. OR
4. Meets any one of the above criteria (1-3) plus a score of at least 2 on the Texas Christian University Drug Screen 5.

E. Agreement to Participate:

An applicant who completes all components of the WRAP+ application package (ORAS-CSST, BJMHS, TCUDS-V, application form and consent to participate will be considered to have given his/her agreement for purposes of admission to the program. (Please note that accepted applicants will be required to sign one or more releases of information to access services or funding from WRAP+).

F. Risk of Violence or Criminal History:

An applicant will be excluded from participation in WRAP+ if that individual has been charged with or convicted of any sex offense as defined by [34 USC § 20911\(5\)\(A\)](#), or any offense relating to the sexual exploitation of children, or murder or assault with intent to commit murder. A list of excludable offenses is included in the Appendix B – WRAP+ Excludable Offenses.

IV. Referral, Intake and Acceptance Process

A. Referral Overview:

1. *Who can refer:* Anyone may refer candidates to the WRAP+, including self-referrals. Individuals who are booked into the Winona County Jail will have an opportunity to apply for the WRAP+ as part of the booking process.
2. *Voluntary Program:* The referral process is voluntary and should not be made the basis of any plea agreements or conditions of release or probation.

B. Intake Process:

1. *Overview:* The intake process is the process by which a candidate can become an accepted applicant by meeting the eligibility (target population) criteria for WRAP+.
 - a. **Components:** As part of the intake process, the candidate will be required to undergo **screening** and complete an **application** and **consent to participate**.
 - b. **Assistance:** A candidate may complete the intake process on his/her own or with the assistance of any other person acceptable to the candidate.
 - c. **Repeat Applications:** There is no limit to the number of times that a candidate may complete the intake process.
 - d. **Voluntary v. Required:** Participation in WRAP+ is voluntary; however, all candidates booked into the Winona County Jail must complete the screening step as part of the booking process.
 - e. **Refusals and Non-Accepted Candidates Who Remain In Jail:** If a candidate does not apply for WRAP+ at the time he or she is booked into the jail OR completes an application but is rejected for program admission AND the candidate remains in jail following first appearances (including candidates housed in other counties on behalf of Winona County), the JSW will meet with the candidate to explain WRAP+ and offer assistance in completing an application.
2. *Screening:* All candidates will be required to complete three screening tools as part of the application process: the Ohio Risk Assessment System – Community Supervision Screening Tool or ORAS-CSST (risk screen), the Brief Jail Mental Health Screen or BJMHS (mental health screen) and the Texas Christian University Drug Screen 5 or TCUDS-V (substance use screen). Copies of the screening tools are included as Appendix C – ORAS-CSST; Appendix D – BJMHC and Appendix E – TCUDS-V and are incorporated into the WRAP+ Online Screening and Application Form (Appendix F) and into the WRAP+ Combined Screening & Application Form (Appendix G), available at www.winonacountyjcc.org/wrapplus. The screening process varies, depending upon whether the candidate is being booked into the Winona County Jail or applying from within the community (not in jail).
 - a. **In Jail Candidates:** Candidates who are booked into the Winona County Jail will complete the three screening tools, as this is a requirement of the booking process. A

WRAP+ Online Screening and Application Form, which contains all three screening tools, will be the primary method used to complete the screening tools in the jail. The WRAP+ Combined Screening & Application Form (a paper form) will also be available at the time of booking for candidates who cannot or will not complete the WRAP+ Online Screening and Application Form.

- b. **Candidates Not In Jail:** Candidates who are applying for WRAP+ from within the community (i.e. not in jail) may complete the three screening tools using the WRAP+ Online Screening and Application Form or the WRAP+ Combined Screening & Application Form (a paper form). Both forms are available at www.winonacountycjcc.org/wrapplus.
3. *Application:* All candidates who wish to apply for WRAP+ will be required to complete an application form which contains questions about the candidate's demographic and contact information, residency, justice system involvement, criminal history and areas of need. The application form is incorporated into both the WRAP+ Online Screening and Application Form and WRAP+ Combined Screening & Application Form (a paper form).
4. *Consent to Participate (included in application form):* All candidates who wish to apply for WRAP+ must agree to participate in WRAP+ including verification of eligibility. Additionally, unless the candidate is already a current participant in treatment court, the candidate must agree to have WRAP+ personnel refer the candidate to the HUB. The consent authorization is included in the WRAP+ Online Screening and Application Form and the WRAP+ Combined Screening & Application Form. (Please note that *accepted applicants* will later be required to sign one or more releases of information in order to become a *WRAP+ participant* and access services or funding from WRAP+.)

C. Acceptance Process:

1. *Transmittal of Intake Forms:* Completed intake forms must be transmitted to the JIW, either in person or electronically at tchandler@co.winona.mn.us. The WRAP+ Online Screening and Application Form is automatically transmitted to the JIW upon submittal. Applicants who use the WRAP+ Combined Screening & Application Form must email it to Trish Chandler, Jail Intake Worker at tchandler@co.winona.mn.us or personally deliver it to her.
2. *Target Population Verification:* The JIW will review the three screening tools (ORAS-CSST, BJMHS, TCUDS-V), the WRAP+ Application and Consent Form and the applicant's criminal history. The JIW will then complete the Target Population Verification Form (Appendix H – Target Population Verification Form) to indicate whether the applicant meets the eligibility requirements for participation in WRAP+. Incomplete or missing intake forms will result in a rejected application.
4. *Professional Override Appeal:* Applicants who do NOT meet target population criteria may appeal the decision of the JIW to the WRAP+ Task Force, for consideration of professional override acceptance to the program, using the WRAP+ Eligibility and Appeal Form, Appendix I – WRAP+ Eligibility and Appeal Form. They may also repeat the intake process.

5. *Notification & Referrals:*

a. **Notifications**

- (1) To Applicant & JSW: The JIW will notify all applicants, the JSW and the GM of the result of the target population verification—whether accepted or rejected—using the WRAP+ Eligibility and Appeal Form. The form notifies applicants who were rejected from participation of the reason for non-acceptance, encourages them to repeat the intake process and notifies them of the right to appeal the non-acceptance to the WRAP+ Task Force. If it is not possible to provide the WRAP+ Eligibility & Appeal Form to the applicant, but verbal or e-mail communication of the decision is also acceptable.
- (2) To Existing Case Manager: If an accepted applicant is already a HUB client or treatment court current participant, the JIW will notify the accepted applicant's CC or TCC of the acceptance to WRAP+.

b. **Referrals for Accepted Applicants:**

Referrals for accepted applicants will be made as described below, based upon the accepted applicant's status (in jail or not in jail) at the time of application for WRAP+.

- (1) Accepted Applicants Who Are Current Participants in Treatment Court: The JIW will refer accepted applicants who are current participants in treatment court to the TCC.
- (2) Accepted Applicants Who Applied While in Jail: The JIW will refer accepted applicants who are not current participants in treatment court and who applied for WRAP+ while they were in the Winona County Jail (including applicants housed in other counties on behalf of Winona County) to the JSW.
- (3) Accepted Applicants Who Applied Outside of Jail: The JIW will refer accepted applicants who are not current participants in treatment court and who did not complete the WRAP+ application while they were in jail to the HUB. An accepted applicant who is already working with a CC will be referred to the existing CC.

c. **Referrals for Rejected Applicants:** The JIW will provide rejected applicants with referrals to other community resources, as deemed appropriate.

d. **Data Collection & Transmittal:** The JIW will collect and maintain data from the intake forms and will securely transmit the data and completed Target Population Verification forms to the GM.

6. *Accepted Applicant Status – Limited to 6 months:* An accepted applicant can remain in “accepted applicant” status for six months from the date of acceptance. If the accepted applicant does not become a participant within six months from the date of acceptance, the accepted applicant must repeat the intake process.

V. Assessment for Mental Illness and Substance Abuse

A. Assessment Overview: In order for an accepted applicant to become a participant, they must (1) sign a WRAP+ Release of Information and (2) provide proof of completion of a mental health assessment.

1. *Purpose*: The purpose of the assessment stage is to obtain a more complete evaluation of an accepted applicant's mental health issues (Diagnostic Assessment) and chemical dependency issues (Rule 25 Assessment a/k/a Chemical Dependency Assessment) to aid in the development appropriate case plans.
2. *Eligibility & Funding*: An accepted applicant who has signed a WRAP+ Release of Information is eligible to receive assessments through WRAP+, including funding to pay for the assessments if there is no insurance or other readily available source of funding.

B. Assessment Process:

1. *Identify Person Responsible for Arranging Assessments*: The person responsible for assisting accepted applicants in obtaining diagnostic and Rule 25 assessments will vary, based upon the incarceration status of the client at the time of application and whether they are a current participant of a treatment court.
 - a. **TCC—Current Participant in Treatment Court**: The TCC will have primary responsibility for arranging assessments for accepted applicants who are a current participant in treatment court.
 - b. **JSW—Accepted Applicants Who Applied for WRAP+ While In Jail**: The JSW will have primary responsibility for arranging assessments for accepted applicants who completed their WRAP+ application while they were incarcerated in the Winona County Jail (including applicants housed in other counties on behalf of Winona County), unless the individual is an current participant in treatment court.
 - c. **CC—Accepted Applicants Who Applied for WRAP+ While Not In Jail**: The CC will have primary responsibility for arranging assessments for accepted applicants who completed their WRAP+ application while they were not incarcerated in the Winona County Jail (including applicants housed in other counties on behalf of Winona County), unless the individual is an current participant in treatment court.
2. *Obtain Signed Release(s)*: The person responsible for arranging assessments will obtain a signed WRAP+ Consent and Release of Information (Appendix J – WRAP+ Consent and Release of Information Form) from the accepted applicant. If the accepted applicant is a current participant in treatment court or a HUB client, the person responsible should already have a release of information for the program in which the accepted applicant is an active participant.
3. *Obtain Existing Assessment(s), if any*: Using the applicable Release(s) of Information, the person responsible for arranging assessments will obtain all existing assessments on the accepted applicant which were completed within a year prior to the date of the request and determine whether a new or updated assessment is required.

4. *Arrange for Assessment(s) and Submit Funding Request for Payment:* The person responsible for arranging assessment(s) will arrange for needed assessments, as indicated by the accepted applicant's screening results. This responsibility includes (1) setting up the assessment with a provider, (2) providing the applicable release of information to the provider so that the results can be provided to the person responsible for arranging the assessment and the WRAP+ GM and (3) ensuring that funding is available to pay for the assessment. If insurance is not in place for the accepted applicant and there is no other readily available source of payment for the assessment, the person responsible for arranging the assessment shall submit a Funding Request (see Section VII) for the cost of the assessment to the GM for approval. Assessment(s) will not be delayed for lack of insurance as WRAP+ provides Tier 1 funding for assessments for accepted applicants (see Funding Requests).

5. *Data Collection & Transmittal:* The person responsible for arranging assessment(s) will collect and maintain data on the results of the assessment(s) and will securely transmit a Confirmation of Participant Status Form (Appendix V - Confirmation of Participant Status) and Client Intake and Discharge Snapshot Form (Appendix S – Client Intake and Discharge Form) reflecting the circumstances of the client AT INTAKE to the GM.

VI. Case Management

A. Case Management Overview:

1. *Purpose*: One of the goals of WRAP+ is to provide an opportunity for individuals with mental illness (MI) or co-occurring mental illness and substance abuse (CMISA) to voluntarily receive comprehensive case management and care coordination.
2. *Case Management or Care Coordination*: Case management or care coordination is a collaborative process of assessment, planning, facilitation, care coordination, evaluation and advocacy for options and services to meet an individual's identified needs, usually with respect to health or social service needs.
3. *Case Plans or Care Coordination Plans*: Case plans or care coordination plans are individualized plans which identify the client's goals and interventions or activities that must occur to achieve those goals.
4. *Lead Case Planner (LCP)*: The lead case planner (a/k/a case manager) will vary, depending upon the status of the WRAP+ participant at the time of application to WRAP+, as follows:
 - a. **TCC-Current Participant in Treatment Court**: LCP is the TCC.
 - b. **JSW-Participants Who Applied for WRAP+ While In Jail**: LCP is the JSW.
 - c. **CC-Accepted Applicants Who Applied for WRAP+ While Not In Jail**: LCP is CC.

B. Case Management Process:

1. *Jail Social Worker Case Management*: The JSW will provide case management services to participants identified in VI.A.4.b. above. In addition to the assessment coordination referenced in Section V, these services will include conducting interviews and case evaluations, obtaining collateral information, preparing social or trauma histories, providing preventative services, coordinating in-jail services, providing counseling, making referrals for pre-petition screenings or other services and coordinate referrals to the HUB or treatment court. The JSW may use the GAINS Case Plan (Appendix K – GAINS Re-Entry Checklist for Inmates Identified with Mental Health Service Needs) or equivalent case plan form. The JSW shall make every effort to achieve a warm handoff of a participant to a community-based service provider within 60 days of the participant's release from jail.
2. *Treatment Court or HUB Case Management*: A WRAP+ accepted client who wants to become a WRAP+ participant (and thus eligible for Tier 2 Funding) must first become a current participant of treatment court or a HUB client, as defined in the policies and procedures manuals for those programs.
3. *WRAP+ Approved Case Management Programs*: Treatment court and the HUB are separate, evidence-based programs which provide assessment and case management services pursuant to defined policies and procedures for the delivery of those services. WRAP+ incorporates, by reference, the existing processes that are utilized by these

programs for those services. Links to the program manuals for these programs are provided below:

- [*Treatment Court of Winona County Policies and Procedures Manual*](#)
 - [*3rd Judicial District Veteran's Treatment Court Policies & Procedures Manual*](#)
 - [*Winona Community Hub Policies and Procedures Manual*](#) (Password: WWCP&P)
- a. *Needs Assessment:* The intake process for treatment court and the HUB includes a needs assessment stage to determine the reentry needs of the client. Treatment courts utilize the LSCMI. The HUB utilizes a series of intake forms, among which are the AUDIT (alcohol use), CAGE (drug use), PHQ-9 (depression), SBIRT (drugs and alcohol), ACES (trauma).
- b. *Case Plans & Management:* In treatment court and the HUB, the agencies and individuals involved in the participant's case plan and in the recovery processes work together with the participant/client (and the people in his or her support system) to develop collaborative and comprehensive case plans or care coordination plans (collectively "case plans"). The LCP works directly with the participant to assist, adjust and monitor the case plan.
4. *Data Collection & Transmittal:* The LCP will collect and maintain data on participants, as and will securely transmit the data to the GM as required for grant reporting purposes. This includes the requirement to complete a Quarterly Data Collection Form (Appendix T – Quarterly Data Collection Form) at the end of each quarter using guidance contained in the Quarterly Data Collection Guide (Appendix T – Quarterly Data Collection Guide).

VII. Funding Requests

A. Funding Requests Overview:

1. *Purpose:* WRAP+ provides funding to assist WRAP+ accepted applicants, WRAP+ participants and WRAP+ alumni for expenses for needed assessments or other recovery support services that are consistent with and in furtherance of the individual's case plan, as further described below.

2. *Tiers of Funding & Eligibility*

a. **Tier 1 Funding for Assessments and Monitoring Services for Accepted Applicants:**

(1) Allowable Expenses: Tier 1 Funding will pay for the following items:

- the cost of a Diagnostic Assessment or Rule 25 Assessment if there is no insurance or other readily available source of funding;
- the cost of up to 30 days of monitoring services for incarcerated individuals, if ordered as a condition of release from incarceration;
 - drug patch
 - GPS
 - electronic alcohol monitoring
 - electronic home monitoring

ALL REQUESTS FOR TIER 1 FUNDING FOR MONITORING SERVICES
MUST BE MADE BY THE JSW

(2) Eligibility: Accepted Applicants who sign a WRAP+ Release of Information are eligible for Tier 1 Funding. Tier 1 Funding will be terminated for Accepted Applicants who do not become a WRAP+ Participant within six months of acceptance, unless the failure to become a WRAP+ Participant is not the fault of the Accepted Applicant.

b. **Tier 2 Funding for Recovery Support Services for WRAP+ Participants:**

(1) Allowable Expenses: Tier 2 Funding will pay for the following items:

- **Housing:** rental application fee, payment of rent, utility bills, up to \$100 in essential housing items (toilet paper, bedding, cleaning supplies)
- **Health:** insurance premiums/co-pays, chemical dependency assessment, diagnostic/mental health assessment, domestic violence assessment, medical expenses, dental expenses, vision expenses, medications, GPS fee for appointments.
- **Identification:** identification cards, Social Security cards, birth certificate
- **Clothing/shoes:** basic clothing upon release, essential toiletries, work clothes, shoes
- **Transportation:** bus pass, cab fees
- **Child care:** emergency childcare assistance for up to 30 days to any licensed childcare provider as outlined in Chapter 245A of the Minnesota Statute OR to a provider who is excluded from licensure pursuant to Minn. Stat. Sec. 245A.03, subd. 2.

- **Work-related:** up to one month of GPS, UA and daily fees for work release eligible clients; GPS fee for job search
- **Education:** application fee; GED fee; books, web access fees
- **Communication:** phone cards
- **Monitoring expenses:** up to three months of expenses for drug patch, GPS, electronic alcohol monitoring or electronic home monitoring

(2) Eligibility: WRAP+ Participants (current treatment court participant or HUB client) who have a case plan or care coordination plan are eligible for Tier 2 Funding. The funding request must be consistent with and in furtherance of the individual's case plan or care coordination plan.

c. **Tier 3 Funding for Alumni Participants:**

(1) Allowable Expenses: Tier 3 Funding will pay for the following items:

- **Housing:** rental application fee, payment of rent, utility bills, up to \$100 in essential housing items (toilet paper, bedding, cleaning supplies)
- **Health:** insurance premiums/co-pays, chemical dependency assessment, diagnostic/mental health assessment, domestic violence assessment, medical expenses, dental expenses, vision expenses, medications, GPS fee for appointments.
- **Identification:** identification cards, Social Security cards, birth certificate
- **Clothing/shoes:** basic clothing upon release, essential toiletries, work clothes, shoes
- **Transportation:** bus pass, cab fees
- **Child care:** emergency childcare assistance for up to 30 days to any licensed childcare provider as outlined in Chapter 245A of the Minnesota Statute OR to a provider who is excluded from licensure pursuant to Minn. Stat. Sec. 245A.03, subd. 2.
- **Work-related:** up to one month of GPS, UA and daily fees for work release eligible clients; GPS fee for job search
- **Education:** application fee; GED fee; books, web access fees
- **Communication:** phone cards
- **Monitoring expenses:** up to three months of expenses for drug patch, GPS, electronic alcohol monitoring or electronic home monitoring

(2) Eligibility: WRAP+ Alumni (who has successfully completed WRAP+) are eligible for Tier 3 Funding for up to six months following their date of program completion. The funding request must be consistent with and in furtherance of the individual's case plan or care coordination plan.

3. *Unallowable Expenses:* The following expenses cannot be funded with WRAP+ funds:

- **Expenses that extend beyond a year:** security deposit
- **Non-essential household items:** curtains, rugs, dishes, lamps, artwork, appliances and personal electronics.
- **Non-essential personal items:** makeup, non job-related clothing, cell phone.
- **Direct payments:** payments made directly to the person for whom funding is sought

- **Other:** food, expenses that can be readily paid by another source, illegal items, fines, gas cards, past due expenses, restitution
4. *Exhaustion of Other Sources of Funding:* WRAP+ Funds are to be used as a last resort. All appropriate service agencies and/or organizations **must** be checked for expendable dollars, donations or waived fees prior to filling out this request. If a known resource or funding exists, then the LCP who made a WRAP+ Funding Request will be directed to exhaust that resource or funding first prior to receiving assistance from this fund. If a request is considered time-sensitive, such that waiting for an eligibility determination from another source will adversely impact the person for whom funding is sought, WRAP+ funds may be used to cover the costs of the request.
 5. *Funding Caps:* There are two types of caps to funding in the WRAP+ program. The first type are categorical caps, which limit the amount and/or duration of funding based on a particular category of service provided. These categorical caps are covered in detail in section VII.A.2 of this Manual. The second type of cap is an aggregate cap, which limits the total amount of funding an individual participant may receive from the WRAP+ program. This cap as of July 1, 2022 is \$2,000 per individual participant.
 - a. **Request for Funding in Excess of Aggregate Cap:** If a participant’s case manager believes that a funding request that would exceed the individual aggregate cap would support individual’s case plan, they should make a request to the WRAP+ Task Force for a discretionary Funding Request. The WRAP+ Task Force will then review the discretionary Funding Request and should approve the request if the request will not negatively impact the program’s capacity to meet its Mission and Goals.
 - b. **Appeal:** When a case manager decides that a Request for Funding under subpart a. is not warranted or if the WRAP+ Task Force decides such a Request for Funding should not be granted, the participants may appeal such decisions to the WRAP+ Task Force, including in their appeal any basis for reconsideration of the decision.
 6. *Source of Funding Requests:* All funding requests must be made by a LCP; they may not be made directly by the person for whom funding is sought (i.e. accepted applicant, active participant or alumni participant).

B. Funding Request Process:

1. *Determine Need for Funding:* The LCP must determine the need for funding based upon their review of the screenings or incarceration status (for Tier 1 Funding) or case plan/care coordination plan (for Tier 2 or Tier 3 Funding). ALL REQUESTS FOR TIER 1 FUNDING FOR MONITORING SERVICES MUST BE MADE BY THE JSW.
2. *Explore Other Funding Sources:* The LCP must explore other funding options as set forth above before applying for WRAP+ funding.
3. *Complete Application Package:* The LCP must complete an application package, which includes the following documents: (1) a WRAP+ Funding Request form (Appendix L – WRAP+ Funding Request), (2) supporting documentation for the expense, if applicable (such as a bill, signed lease, provider verification of appointment and cost) and a (3) W-9

Form if the payee is not already on file in the Winona County Finance System (Appendix M – W-9 Form). Incomplete applications will not be processed.

4. *Submit Application Package:* Completed application packages must be emailed to the WRAP+ Grant Manager at kalene@engellawoffice.com or mailed or hand-delivered to Kalene Engel, 157 West Third Street, Winona, MN 55987.
5. *Payment Decision:* Completed applications will be processed by the GM within three business days following the submission of a completed application package. GM-approved funding requests will be forwarded to the County Attorney for departmental approval and transmitted to the Winona County Finance Department for payment. The GM will notify the LCP approved payment requests, as well as the rationale for non-approved funding requests.
6. *Proof of Payment:* Upon request, the GM will provide the requesting LCP with an acknowledgement or receipt of payment.
7. *Client acknowledgement:* Upon verification of proof of payment, the LCP will obtain a signed WRAP+ Funding Receipt (Appendix N – WRAP+ Funding Receipt) from the person for whom funding was provided. The receipt must be emailed to the GM at kalene@engellawoffice.com or mailed to Kalene Engel, 157 West Third Street, Winona, MN 55987.

VIII. Program Completion/Termination

A. Accepted Applicants

1. *Program Completion:* A person who remains in the accepted applicant status and does not become a WRAP+ participant is not eligible for program completion.
2. *Time Limit on Accepted Applicant Status:* WRAP+ accepted applicants who do not become WRAP+ participants within six months of their date of acceptance will need to repeat the intake process.

B. WRAP+ Participants

1. *Treatment Court Clients:*

- a. **Program Completion:** A WRAP+ participant who is or was a treatment court client will be considered to have completed the WRAP+ Program if he or she has graduated from treatment court, as that term is defined in the policies and procedures manual for the applicable treatment court.
- b. **Program Termination:** A WRAP+ participant who is or was a treatment court client will be considered to be terminated from the program if they are terminated from the treatment court, as that term is defined in the policies and procedures manual for the applicable treatment court.

2. *HUB Clients:*

- a. **Program Completion:** A WRAP+ participant who is or was a HUB client will be considered to have completed the WRAP program if he or she has successfully completed at least one-half of the HUB pathways on the client's initial care coordination plan.
- b. **Program Termination:** A WRAP+ participant who is or was a HUB client is terminated from the program if six months have elapsed since he/she became a Participant and if they are inactivated from the HUB. Even if a Participant is inactivated in the Hub, he/she remains a WRAP+ Participant for six months from the date he/she became a Participant. Thus, if the Participant was reactivated in the Hub within that six-month period, the Participant would not be terminated from WRAP+.

3. *JSW Clients:*

- a. **Program Completion:** A WRAP+ participant who is or was a JSW client will be considered to have completed the WRAP+ Program if he or if he or she has successfully completed at least one-half of the items on the client's initial care coordination plan.
- b. **Program Termination:** A WRAP+ participant who is or was a JSW client is terminated from the program if six months have elapsed since he/she became a Participant and if the participant has had no contact with the JSW for 60 days.

4. *Data Collection & Transmittal*: For each client who is discharged from WRAP+ (either through completion or termination), the LCP must complete and transmit to the GM the following documents: the Quarterly Data Collection Form (Appendix T – Quarterly Data Collection Form) for the final quarter of participation of a WRAP+ Participant and the LCP must complete Client Intake and Discharge Snapshot Form (Appendix S – Client Intake and Discharge Form) reflecting the circumstances of the client AT DISCHARGE.

IX. Roles & Responsibilities

Following is a brief description of the Roles & Responsibilities of the main committees, agencies and individuals involved in the development and implementation of WRAP+.

A. Committees and Agencies:

1. *WRAP+ Task Force*: WRAP+ Task Force is a multidisciplinary team which is responsible for overseeing the implementation of WRAP+. The WRAP+ Task Force meets monthly to discuss program progress, provide feedback and recommend adjustments as needed. The WRAP+ Task Force may also consider appeals by individuals who were not accepted to the program or approved for recovery support services funding and make professional override decisions on those appeals.
2. *WRAP+ Implementation Committees*: Working under the direction of the WRAP+ Task Force, five committees were responsible for developing and implementing specific components of the JMHCP Grant: Human Resources, Training, Policy, Data & Evaluation and Screening/Assessment. With the exception of the Training Committee, all other committees completed their tasks by June 30, 2021. The Training Committee continues to meet monthly to plan the cross-training program component of WRAP+.
3. *WRAP+ Executive Committee*: The WRAP+ Executive Committee is comprised of the Chairperson of the CJCC, the Grant Manager, the Grant Evaluator and the Mental Health Partner. The Executive Committee participates in monthly phone calls with the JMHCP Grant's Technical Assistance Provider.
4. *WRAP+ Operations Team*: The WRAP+ Operations Team is comprised of the Chairperson of the CJCC, the Grant Manager, the TCC, the JSW, the JIW and the CC, plus the supervisors of the JSW, JIW and CC. The WRAP+ Operations Committee is responsible for refining the roles and responsibilities of JSW, JIM and CC.
5. *WRAP+ Case Management Team*: The WRAP+ Operations Team is comprised of the Grant Manager, the TCC, the JSW, the JIW and the CC. The WRAP+ Case Management Team is responsible for reviewing/consulting on client progress on case plans.
6. *Jail & Jail Alternatives Committee*: The Jail & Jail Alternatives Committee is a standing committee of the CJCC which receives monthly reports on WRAP+ and provides updates on program activities to the CJCC.
7. *Hiawatha Valley Mental Health Center*: Hiawatha Valley Mental Health Center is Winona County's mental health partner on the JMHCP Grant. HVMHC is a Care Coordination Agency in the Winona Community Hub, employing and supervising the WRAP+

Community Connector. Employees of HVMHC serve on the Executive Committee, WRAP+ Executive and Implementation Committees, WRAP+ Task Force and Jail & Jail Alternatives committee and coordinate the cross-training component of WRAP+.

8. *Winona Community Hub/Live Well Winona*: Live Well Winona administers the Winona Community Hub, which provides care coordination to identified population of clients in Winona County using the Pathways Community Hub Model.

B. Individuals:

1. *Community Connector (CC)*: The CC connector is an employee of HVMHC and serves as the LCP for WRAP+ participants who are not current participants of treatment court. The CC will conduct his or her work in compliance with both WRAP+ Policies and Procedures and Winona Community Hub Policies and Procedures. See job description at Appendix O – Community Connector Position Description.
2. *Jail Social Worker (JSW)*: The JSW is an employee of Winona County, primarily stationed in the jail. The JSW will recruit WRAP+ applicants, offer information and assistance to in-jail candidates during the WRAP+ intake process, arrange assessments and provide case management for in-jail accepted applicants. The JSW will also assist jail staff during encounters with clients in a mental health crisis, provide direct services and initial case planning to WRAP+ clients and coordinate referrals to the Community Hub. The JSW is also responsible for collecting and maintaining program required data and providing it to the GM for reporting purposes. See job description at Appendix P – Criminal Justice Social Worker Classification Description.
3. *Jail Intake Worker (JIW)*: The JIW is an employee of Winona County, stationed in the jail. With respect to the WRAP+ Program, the JIW is responsible for assembling the WRAP+ intake form and performing a Target Population Verification to determine whether an applicant is eligible for admission to the program, providing the results to the applicant, JSW and existing LCPs. The JIW is also responsible for recruiting WRAP+ applicants and collecting and maintaining program required data and providing it to the GM for reporting purposes. As an ancillary service, the JIW also completes bail evaluations and maintains other jail data.
4. *Treatment Court Coordinator (TCC)*: For purposes of WRAP+, a TCC is the LCP for accepted WRAP+ applicants who are current participants in a treatment court serving residents of Winona County.
5. *Grant Manager (GM)*: The GM is responsible for the overall programmatic and fiscal management of the JMHCP Grant. This includes responsibility for receiving, reviewing and preparing approval requests for recovery support services. See position description at Appendix Q – WRAP+ Position Description for Grant Manager.
6. *Evaluator*: The Evaluator is responsible for identifying performance measures directly connected to the program goals and objectives and completing both a process and outcome evaluation of the program.

X. Ancillary Services

For purposes of this section, ancillary services are services or activities that support the work of WRAP+, but that are not directly funded by the JMHCP Grant.

A. Public Defender Applications:

Paper applications for public defender representation are made available to persons booked into the Winona County Jail. Jail staff, including the JIW, are available to assist inmates with the application and every effort is made to have a complete application form available for review by the judge at the time of first appearances.

B. Bail Evaluations:

The JIW completes pre-trial bail evaluations for inmates booked into the Winona County Jail with new charges (whether based upon probable cause or a warrant for new charges). The bail evaluation consists of an interview, gathering of collateral information (including mental health/substance abuse information) and completion of the Minnesota Pretrial Release Evaluation Form (a validated bail evaluation tool). Completed bail evaluations are e-filed in the court records management system and provided to the judge, prosecutor, defense attorney and inmate prior to first appearances.

C. Early Referrals:

During the bail evaluation interview process, the JIW provides “early intervention” referrals to Winona County inmates based upon their identified needs. This can include referrals for services such as housing, transportation, health insurance and mental health/chemical dependency treatment.

D. Public Defender Representation at 1st Appearances:

The 3rd Judicial District Public Defender’s Office provides pre-first appearance consultations and representation at 1st appearances to any Winona County inmates who desire the services and are not already represented by another attorney.

E. Sequential Intercept Mapping:

In March of 2021, nearly 60 individuals, representing a diverse cross-system group of Winona County stakeholders from the behavioral health and criminal justice systems, participated in a Sequential Intercept Mapping Workshop, facilitated by SAMHSA’s GAINS Center for Behavioral Health and Justice Transformation. The workshop resulted in a report which (1) described a comprehensive picture of how people with mental and substance use disorders enter and move through the criminal justice system along six distinct intercept points; (2) identified resources, gaps in services and opportunities at each intercept; and (3) suggested priorities for change and strategic action plan ideas. The SIM process and report will be used to guide the future of the CJCC and related groups in addressing the gaps in services and opportunities.

F. Cross-Training:

Extensive cross-training is integral to the successful implementation of WRAP+ to bridge knowledge gaps and create a shared understanding of best practices for the successful reentry of people with MI or CMISA. Funding for extensive cross-training for criminal justice system personnel and behavioral health/chemical dependency providers is available through the WRAP+ Grant; however, much of the training is expected to be provided at no cost through volunteer trainers or other free training resources.

G. Health Care Enrollment:

A Financial Worker from Winona County Health and Human Services assists inmates with health care enrollment, when requested, upon exit from the jail and also assists inmates in accessing funding for chemical dependency treatment.

H. Advanced Correctional Healthcare (ACH)

Winona County contracts with ACH for in-jail medical care. A physician's assistant is available 24/7 by phone and visits once a week for interviews and to prescribe medications. A nurse is on-site for 15 hours per week. A part time mental health staff (social worker) is available two days on site and by phone the rest of the time. The mental health provider prioritizes stabilization, provides supportive counseling and obtains trauma history, if possible.

XI. Program Data, Confidentiality and Information Sharing

A. Program Data:

Program data will be collected both for purposes of the required grant reporting and to measure program effectiveness. Data will be collected and shared in accordance with the WRAP+ governing contracts, program partner policies and procedures and state and federal law. Responsibility for collecting different data elements will be a collaborative effort, as there is no integrated data system for all program data. The specific data elements that will be collected and the person or agency responsible for collecting the data is set forth at Appendix R – Data Collection Responsibility Chart.

B. Confidentiality:

Federal confidentiality laws and regulations protect information about an individual if the individual has applied for or received any AOD-related services from a program conducted, regulated, or directly or indirectly assisted by the Federal Government. 42 U.S. C. SS 290dd-3 and ee-3 and 42 C.F.R. Part 2. Services applied for or received can include assessment, diagnosis, individual counseling, group counseling, treatment or referral for treatment.

Information that is protected by federal confidentiality regulations may always be disclosed after the individual has signed a proper consent form. The regulations also permit disclosure without the individual's consent in several situations, including medical emergencies, program evaluations and communications among program staff. Individuals who refuse to sign consent forms permitting essential communications can be excluded from treatment or provided treatment temporarily in the hope that resistance to signing the consent forms will evaporate as treatment proceeds.

C. Information Sharing:

Interagency collaboration and information sharing is a best practice for successful reentry for people with MI or CMISA, as it allows for collaborative and comprehensive case planning. To allow for effective information sharing about participants, releases of information (informed consents) will be utilized, including a WRAP+ Release of Information and provider-specific releases of information, as required.

D. Use of Information

In no event will the information obtained as a result of the referral process, screening, assessment, or participation in the WRAP+ program be used in any way to support criminal charges against a participant.

XII. Program Evaluation

Two evaluations will be performed on the program: a process evaluation to be completed in approximately December of 2021 and an Outcome Evaluation to be completed in approximately September of 2023. The purpose of the Process Evaluation is to examine the program's services, policies and procedures to determine whether the program is operating as intended, what barriers have been encountered and whether changes in implementation are needed. The purpose of the Outcome Evaluation is to examine the program's results to determine whether the intended outcomes were achieved.

XIII. Outreach and Sustainability

A. Outreach:

The GM is the person primarily responsible for promoting WRAP+ to the public and serving as its spokesperson. Outreach methods to ensure utilization of the program will include, but are not limited to, the following:

- Multidisciplinary membership and participation on the WRAP+ Committees
- Standing agenda item on the monthly JJA Agenda
- Regular reports to the CJCC through the JJA
- Cross-trainings being offered through WRAP+
- Live or recorded presentations on WRAP+ to partner agencies and other area organizations
- A video on the re-entry component of the program which is embedded in the on-line Screening and Application form
- Dedicated WRAP+ page(s) on the CJCC website including a video
- Social media (Facebook) posts and reminders about the program

B. Sustainability:

WRAP+ was designed with sustainability in mind, as the two primary positions funded by the grant are capable, with time and effort, of becoming self-sustaining positions through the receipt of health insurance/Medicaid recovery. The Community Hub model allows for results-based health insurance reimbursement for completion of pathways. Similarly, some of the services that the Jail Social Worker will perform will eventually become billable (as the State of Minnesota allocates funding and defines criteria for those services). The training portion of WRAP+ could be maintained with a small amount of funding, as there are many free training resources online and area “live” trainers have mostly volunteered their services. It is hoped that the “recovery support services” funding could be achieved through a community donation fund at the Winona Community Foundation, similar to what has been done with the TCWC. It is anticipated that program outcomes will not only justify the continuation of the positions and other services currently being funded through the grant, but that program partners will continue to support the program by allowing staff to participate in post-grant planning and oversight committees.