

**Risks, Assets, and Needs (RANA) Assessment Task Force
November 10, 2010 Meeting Minutes**

Meeting Locations:

Chicago: JRTC, Room 2-025 (2nd Floor)

Springfield: Capitol, Room 214 (Lt. Governor's Office)

Members in attendance (Chicago):

- Brian Sexton, Gladyse Taylor, Grace Hong Duffin, Mark Myrent, Michael Tardy, Patricia Hayden, Stephen Baker

Members in attendance (Springfield)

- Kathy Saltmarsh

Members in attendance (phone)

- Eric Weiss

Members absent:

- Adam Monreal, Jesus Reyes, Michael Pelletier, Michael Torchia, Richard Schwind

Non-members in attendance (Chicago) Lindsay Bostwick, Brianna Baker-Carvell, Meg Egan, Mary Ann Dyar, Cory Foster, Steve Karr, Simeon Kim, Sara Sullivan, Steven Shaw, Andrew Tessman, Paula Wolff, Rob Vickery

Welcome, Introductions and Roll Call

Grace Hong Duffin, Acting Secretary of the Illinois Department of Human Services (DHS), welcomed everyone to the sixth meeting of the RANA Task Force and officially called the meeting to order at 1:20 p.m. Secretary Hong Duffin asked that Steven Shaw conduct roll call; nine Task Force members were "present" (7 in Chicago, 1 in Springfield, and 1 on the phone) and five Task Force members were "absent." After roll call, the non-members in attendance introduced themselves. Secretary Hong Duffin reviewed the purposes of the meeting which were:

- To update members as to the procurement timeline;
- Present and discuss the Request for Information (RFI) responses received and to approve moving forward with a Request for Proposal (RFP);
- Provide members with a copy of the procurement business case that will be submitted for approval to the Illinois Central Management Services (CMS) for approval;
- Present a real-life scenario of how an assessment tool is used in practice; and
- Present the Illinois Department of Correction (DOC) implementation plan for the tool that is selected.

Approval of Minutes from September 1, 2010 Meeting

Secretary Hong Duffin presented the draft of the minutes from the September 1 meeting, and asked if there were corrections to those minutes. After no corrections were voiced, and upon a motion by

Patricia Hayden, seconded by Mark Myrent, the minutes were approved. (Minutes will be posted on the IDOC website at <http://www.idoc.state.il.us/subsections/RANA/default.asp>)

Timeline Update

Sara Sullivan, who serves as the liaison between the Advisory Group and Task Force, reviewed the updated timeline for the assessment tool procurement process. Highlights from this update include:

- The Business Case (PBC) being sent to CMS for approval on November 11.
- The language for the RFP being approved at the December 2 Task Force meeting.
- The RFP should be posted by December 13.
- The RFP posting period will end on Jan 31 (more time is being provided in this posting period to get as many responses as possible).
- The tool should be selected and approved by the end of March so the implementation process can begin in early April.

Ms. Sullivan noted that much of the discussion at the last Advisory Group meeting revolved around how the assessment tool and the data from the tool will be effectively shared and then used by the service providers in the community. She also informed the Task Force that the subcommittee which will be tasked with reviewing the RFP should be identified by the December 2 Task Force meeting. Secretary Hong Duffin mentioned that because of the aggressive timeline that is being proposed, there will need to be RFP subcommittee and other meetings during the time between regularly scheduled Task Force meetings. Secretary Hong Duffin thanked the Advisory Group for its work and contributions to the RFI. Since Ms. Sullivan's report was "information only" there was no need for a vote to be taken.

Discussion and Approval: Review of Responses to Request for Information (RFI)

Gladyse Taylor, Acting Director of the Illinois Department of Corrections, lead the review and discussion of the responses from the assessment tool RFI. Six responses to the RFI were received and these responses were initially reviewed and summarized into a comparative grid by Sara Sullivan and Brianna Baker-Carvell from DOC and Steven Shaw from DHS. Director Taylor extended special thanks to Mark Myrent, Patricia Hayden and Alison Shames for serving on the RFI subcommittee and to Ms. Sullivan, Ms. Baker-Carvell and Mr. Shaw for summarizing the responses and compiling the information into the grid that was handed-out at the meeting.

Director Taylor gave an overview of the grid, which was structured using the sections and questions from the RFI. The sections of the grid that Director Taylor provided summarized responses to are as follows:

- Risks, Needs and Strengths/Assets
- Validity and Reliability
- System Points
- Adaptability to Illinois Criminal Justice System
- Costs
- Implementation and Training

- Additional Unique Attributes

Director Taylor commented that she felt that the responses that were received are adequate enough to formulate the RFP document (even though all respondents did not answer all of the questions, like the questions in the “Costs” category). She mentioned that the goal of the RFI was to gather sufficient data for the RFP, and that goal was met. Other issues that were raised during this part of the meeting include:

- What is the difference between LSCM-I and the LSIR
- Paula Wolf raised the point that there are “groups” who are fundamentally opposed to assessment tools because of certain factors in the tools that some view as discriminatory. Ms. Wolf clarified that she raised this point not to derail the progress of the Task Force, but to make sure that everyone is aware of possible push-back that Task Force members may get, and to be consciously aware of ways to address any discriminatory elements.
- Mark Myrent commented that the validation process might address some of the bias that is/might be inherent in these assessment tools. He also asked if the Task Force is interested in integrating a “pre-screen” as a part of the full assessment.
- The “specialty screens” that DOC currently uses in its process are currently manual, so the new assessment tool will need to either provide or link to automated specialty tools.

Mark Myrent presented a motion to accept the information gathered from the RFI and to move forward with the RFP process; Brian Sexton offered a second to the motion, and the motion was approved by unanimous vote.

Presentation: Business Case

A Procurement Business Case (PBC) is something that must be submitted to and approved by CMS in order to post an RFP. The PBC is how the rationale is presented for why the assessment tool is needed and how it will positively affect the work that DOC and other partnering organizations do. The three sections that provide the substance for the business case are: (1) Programmatic Objective, (2) Economic Justification and (3) History/Background. Sara Sullivan reviewed the PBC document that was prepared and distributed at the meeting. Both Secretary Hong Duffin and Director Taylor agreed that because the PBC is part of the RFP process, and since the Task Force had already voted to proceed with the RFP process, the PBC document itself is more procedural and does not require a separate vote.

Assessment Tool in Practice

Rob Vickery from the DuPage County Department of Probation & Court Services attended the meeting to present “a day in the life” of an assessment evaluation. Mr. Vickery’s training team put together a role-play video of an offender interview that utilized the Motivational Interview techniques, where the information is gathered for the assessment. Mr. Vickery then explained how that interview feeds into the assessment tool and a case plan.

Even though there were technical difficulties that prevented the video from being properly played at the meeting, Mr. Vickery explained what was supposed to be happening during the video, and promised to send the internet links to the video so Task Force members can view the videos at their leisure. Other topics of conversation during this presentation dealt with issues such as:

- The type of training available for conducting Motivational Interviewing (MI).
- MI is effective because the techniques help the clients who are being interviewed feel a sense of ownership during the process (as opposed to traditional interviews where interviewees may feel that they are simply responding to “static” and disconnected questions).
- The juvenile interviews are conducted with both the youth (client) and members of the family
- Most of the interviews conducted using MI produce truthful information; Mr. Vickery stated that by the time of the interview, the clients had no real incentive to falsify information.
- The process of MI will necessitate a “cultural change” in the attitudes and roles of the current intake counselors.

Presentation: DOC’s Implementation Plan

The last item on the agenda is a presentation from Steve Karr, Assistant Deputy Director, Strategic Processes at DOC, on the implementation plan for the assessment tool. This presentation was previously made to the Advisory Group, and at this meeting, all members of the Task Force were able to benefit from hearing it as well. Since many individuals in attendance, including some Task Force members, had heard the presentation before, Mr. Karr simply reviewed a one-page flowchart document that showed how the RANA assessment tool would interact with the DOC Security Classification system. Currently, the DOC Security Classification system is being revamped to only reflect three levels of classification – Minimum, Medium and Maximum – and each level will contain parallel “buckets” of services including those addressing physical health, mental health, education, substance abuse and work skills. Part of the theory behind the parallel services areas is that if a person is transferred from one security level to another, that person should be able to transition to the same prescribed area but receive services that are appropriate for the new level of security.

Wrap-Up

Secretary Hong Duffin concluded the meeting with a reminder that the next Task Force meeting will be held on December 2, 2010. The December 2nd meeting is the last scheduled Task Force meeting of the year, and unlike the previous meetings that took place at the James R. Thompson Center, this meeting will be held at the DHS Office on 401 S. Clinton, on the 7th Floor in the Executive Video-Conference Room.

Adjourn

Upon a motion by Director Taylor, seconded by Mark Myrent, the meeting was adjourned at 3:42 pm.