

IBTM WORKPLAN

PROJECT ELEMENT	ACTION STEPS	TARGET	STATUS
Administrative	<ol style="list-style-type: none"> 1. Identify admin support 2. Obtain office space for HS/AW 3. Obtain passwords for DJJ sharepoint 4. Assess videoconferencing capabilities 5. Identify editing/formatting assistance 	<ol style="list-style-type: none"> 1. Aug 7, 2009 2. Aug 7, 2009 3. Aug 7, 2009 4. Aug 7, 2009 5. Sept 18, 2009 	<ol style="list-style-type: none"> 1. requested 2. requested 3. requested
Compilation of Materials for Review	<ol style="list-style-type: none"> 1. Request materials from JRA. 2. Identify policy expert to assist Wolf and Schmidt 3. DJJ staff produce and review relevant court stipulations and agreements and provide the following <ol style="list-style-type: none"> a. Bullet-list documenting DJJ tasks to be accomplished b. Rationale for tasks c. Highlighting of contradictory agreements, if any 4. Collect DJJ curricula and trainings 5. Identify professional accreditations / government mandates that DJJ has received or plans to pursue (e.g., NCCHC, PbS) 6. Identify other materials to be consulted during writing process <ol style="list-style-type: none"> a. Assessments used or recommended in DJJ b. outside experts c. articles/chapters/texts to review 7. Review materials 	<ol style="list-style-type: none"> 1. Aug 7, 2009 2. Aug 7, 2009 3. Aug 14, 2009 4. Aug 14, 2009 5. Aug 7, 2009 6. Sept 18, 2009 7. Sept 18, 2009 	<ol style="list-style-type: none"> 1. requested 2. requested
Training	<ol style="list-style-type: none"> 1. Participate in DJJ trainings <ol style="list-style-type: none"> a. MI b. Cog B Primer c. TBA 	<ol style="list-style-type: none"> 1. Sept 25, 2009 	
Site visits	<ol style="list-style-type: none"> 1. Identify goals and objectives 	<ol style="list-style-type: none"> 1. Aug 21, 2009 	

	<ol style="list-style-type: none"> 2. Create a site visit form to standardize site visit data collection 3. Identify locations, make requests of local administrators 4. Conduct site visits <ol style="list-style-type: none"> a. interview youth b. interview staff c. review local protocols and practices 	<ol style="list-style-type: none"> 2. Aug 21, 2009 3. Aug 21, 2009 4. Sept 30, 2009 	
Compile Supportive Curricula	<ol style="list-style-type: none"> 1. ART 2. MI 3. Drug treatment 4. Sex Offense Behavior 5. Gang youth 6. Female youth 7. Mental Health Youth? 8. Other special populations 	<ol style="list-style-type: none"> 1. Aug 21,2009 2. Aug 21,2009 3. Aug 21,2009 4. Aug 21,2009 5. Aug 21,2009 6. Aug 21,2009 7. Aug 21,2009 8. Aug 21,2009 	
Compile policies related to treatment model or implementation	<ol style="list-style-type: none"> 1. Discipline (Add on / length of stay) 2. Gangs 3. Health care 4. Grievance 5. Transfer 6. PREA 	<ol style="list-style-type: none"> 1. Aug 28, 2009 2. Aug 28, 2009 3. Aug 28, 2009 4. Aug 28, 2009 5. Aug 28, 2009 6. Aug 28, 2009 	
Write IBTM	<ol style="list-style-type: none"> 1. Identify reference and source material 2. Agree on the objectives of IBTM description 3. Draft chapters <ol style="list-style-type: none"> a. "What works" b. Describe DJJ population c. Logic model and theory of behavior change d. Organization change theory <ul style="list-style-type: none"> - strategy for deal with violence immediately e. Treatment philosophy f. Functions of comprehensive treatment g. Behavior management <ul style="list-style-type: none"> - reinforcement systems 	<ol style="list-style-type: none"> 1. On going 2. Aug 21, 2009 <ol style="list-style-type: none"> a. Sept 3, 2009 b. Sept 3, 2009 c. Sept 3, 2009 d. Sept 3, 2009 e. Sept 3, 2009 f. Sept 3, 2009 g. Sept 25, 2009 h. Sept 25, 2009 	

	<ul style="list-style-type: none"> - milieu definitions h. Define how IBTM meets principles i. Assessment j. Classification k. Special populations <ul style="list-style-type: none"> - Gangs - Sex offense behaviors - Chem dependency - Mental health - Young clients - Females - Cognitively impaired - Cultural issues l. Family involvement and participation m. Treatment fidelity/Quality improvement n. Training o. Reentry p. Information sharing and data management 4. Approval by experts 5. Editing formatting 	<ul style="list-style-type: none"> i. Sept 25, 2009 j. Sept 25, 2009 k. Oct 2, 2009 l. Oct 2, 2009 m. Oct 9, 2009 n. Oct 9, 2009 o. Oct 9, 2009 p. Oct 9, 2009 4. On going 5. Oct 30, 2009 	
Implementation	<ol style="list-style-type: none"> 1. Identify Implementation workgroup members 2. Meet with workgroup <ol style="list-style-type: none"> a. Train workgroup members b. Train stakeholders c. Identify key leaders d. Meet with key leaders 3. Pilot <ol style="list-style-type: none"> a. Develop new curricula e. Select site f. Identify staff to be trained g. Develop training strategies h. Develop training schedule i. Establish outcomes j. Develop fidelity measures 3. Roll out strategy for addition sites 4. Communication strategy 	<ol style="list-style-type: none"> 1. Nov, 2009 2. Dec, 2009-Jan, 2010 <ol style="list-style-type: none"> a. Jan, 2010 b. Jan, 2010 c. Jan, 2010 d. Feb-Mar, 2010 3. May-Aug, 2010 <ol style="list-style-type: none"> a. Apr-Jun, 2010 b. Jun, 2010 c. Jun,2010 d. Jun-Jul 2010 e. Jul 2010 f. Jun-Jul 2010 g. Jul-Sep 2010 	

	<ul style="list-style-type: none">a. Managementb. Line staffc. Unionsd. Public		
Manual		To be determined	To be determined

Memorandum

To: Mr. Corby, Mr. Norman, Mr. Pectet, Mr. Wong, Mr. Amberian, Mr. Rby, Mr. Tern, Mr. Brady
From: Mr. Schmidt, A. Wolf
Re: Biweekly update on IIM progress
Date: July 2008

The safety and welfare plan requires a detailed description of the integrated behavior treatment model (IIM) and an accompanying manual to be used at JJ. The stipulation recently reached by plaintiff's attorneys, JJ attorneys, and Farrell experts requires the description of the IIM implementation plan and a manual be completed by Mrs. Wolf and Schmidt under the supervision of Mrs. Risberg, Rupin, Lee, and Chart. Under the stipulation, the proposed timeline allows for the IIM plan to be completed by July 2008 and the IIM description and implementation plan to be completed by October 2008. If necessary, additional time to complete these tasks may be requested by Farrell experts.

The IIM plan is on track to be completed by July 2008. Mrs. Schmidt and Wolf have conferred with Mrs. Risberg and Rupin to hear their expectations and establish key elements of the IIM. A draft of the IIM plan and accompanying timeline has been developed and circulated among the experts. Materials to be collected from Washington's JRA have been identified and requested. Also, discussions are currently being held on the role of IIM group in the development of the IIM.