



CHES

**Community Housing:
Earned, Safe, and Supportive**

A Housing Pilot Designed to Improve
Public Safety and Reduce Homelessness

A Multi-Agency Collaborative Approach

Partners

Hampden County Sheriff's Department
Springfield Housing Authority
Community Landlords
Other Local Agencies

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Hampden County Sheriff's Department Statement



We are pleased to partner with the Springfield Housing Authority and the many other agencies and landlords throughout Hampden County to enhance public safety with thoughtful screening and placement of ex-offenders in stable housing.

We here at the Hampden County Sheriff's Department believe successful re-entry begins on "day one of incarceration" where we assess the needs of the inmate and map out a comprehensive plan by which we direct strategic services.

Housing, employment, and support services, the "three legged stool" if you will, are the key areas where we focus our efforts around successful reintegration of these individuals back into the community. All other efforts fail if one of the three legs of the stool is missing. This CHESS program is one critical component in our comprehensive re-entry plan.

We appreciate your support as we all work together to make our communities a safer place to live, work, and raise our families.

Sincerely,

Michael J. Ashe, Jr.
Sheriff



U. S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, D.C. 20410-0001

THE SECRETARY

June 17, 2011

Dear PHA Executive Director:

Each year, more than half a million people are released from prisons in the United States, and an additional seven million are released from jails. Research shows that ex-offenders who do not find stable housing in the community are more likely to recidivate than those who do, yet people returning to their communities from prison often face significant barriers to obtaining housing. Studies have also found that the majority of people released from prison intend to return to their families, many of whom live in public or other subsidized housing.

The Department is engaged in several initiatives that seek a balance between allowing ex-offenders to reunite with families that live in HUD subsidized housing, and ensuring the safety of all residents of its programs. To that end, we would like to remind you of the discretion given to public housing agencies (PHAs) when considering housing people leaving the criminal justice system. The Department encourages you to allow ex-offenders to rejoin their families in the Public Housing or Housing Choice Voucher programs, when appropriate.

Within HUD statute and regulations, there are only two explicit bans on occupancy based on criminal activity. PHAs must establish a lifetime ban on admission to the Public Housing and Housing Choice Voucher programs for:


1. Individuals found to have manufactured or produced methamphetamine on the premises of federally assisted housing (24 CFR 960.204, 24 CFR 982.553); and
2. Sex offenders subject to a lifetime registration requirement under a State sex offender registration program (24 CFR 960.204, 24 CFR 982.553).

Additionally, PHAs must establish standards that prohibit admission if the PHA determines that any household member is currently engaged in illegal use of a drug, or the PHA has reasonable cause to believe that a household member's illegal drug use, alcohol use, or pattern of drug or alcohol abuse may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents. PHAs must also prohibit admission of an applicant for 3 years from the date of eviction if a household member has been evicted from federally assisted housing for drug-related criminal activity. In this case, however, PHAs retain discretion to consider the circumstances and may admit households if the PHA determines that the evicted household member who engaged in drug-related criminal activity has successfully completed a supervised drug rehabilitation program, including those supervised by drug courts, or that the circumstances leading to eviction no longer exist (24 CFR 960.204, 24 CFR 966.4, 24 CFR 982.553).


Beyond these restrictions, PHAs have broad discretion to set admission and termination policies for the Public Housing and Housing Choice Voucher programs. When screening family behavior and suitability for tenancy, PHAs may consider all relevant information, including factors which indicate a reasonable probability of favorable future conduct. For example, evidence of rehabilitation and evidence of the applicant family's participation in or willingness to participate in social services such as counseling programs should be taken into consideration by the PHA.

As President Obama recently made clear, this is an Administration that believes in the importance of second chances – that people who have paid their debt to society deserve the opportunity to become productive citizens and caring parents, to set the past aside and embrace the future. Part of that support means helping ex-offenders gain access to one of the most fundamental building blocks of a stable life – a place to live.

We are grateful that you will join us in welcoming these deserving citizens back to their communities.



Shaun Donovan
Secretary



Sandra B. Henriquez
Assistant Secretary for Public
and Indian Housing



U. S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

WASHINGTON, D.C. 20410-0001

THE SECRETARY

Dear Owners and Agents:

Each year, more than half a million people are released from prisons in the United States, and an additional seven million are released from jails. Research shows that ex-offenders who do not find stable housing in the community are more likely to recidivate than those who do, yet people returning to their communities from prison often face significant barriers to obtaining housing. Studies have also found that the majority of people released from prison intend to return to their families, some of whom may live in assisted housing.

The Department is asking owners of HUD-assisted properties to seek a balance between allowing ex-offenders to reunite with families that live in HUD subsidized housing, and ensuring the safety of all residents of its programs. Accordingly, the Department encourages owners of HUD-assisted properties to develop policies and procedures that allow ex-offenders to rejoin the community to the extent that this balance can be maintained. When screening family behavior and suitability for tenancy, owners may consider all relevant information, including factors that indicate a reasonable probability of favorable future conduct; for example, evidence of rehabilitation and evidence of the applicant family's participation in or willingness to participate in social services such as counseling programs. Discretion is, however, afforded to each owner.

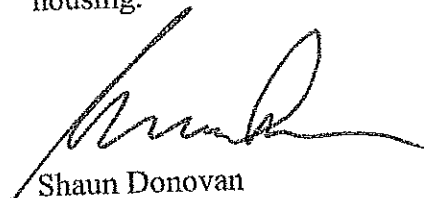
Despite the discretion given to owners to set admission and termination policies for their properties, HUD statute and regulations require owners to prohibit admission to sex offenders subject to a lifetime registration requirement under a state government's sex offender registration program (24 CFR 5.856). Additionally, owners must establish standards that prohibit admission if the owner determines that any household member is currently engaged in illegal use of a drug, or the owner has reasonable cause to believe that a household member's illegal drug use, alcohol use, or pattern of drug or alcohol abuse may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents (24 CFR 5.854, 24 CFR 5.857).

Owners must also prohibit admission of an applicant for 3 years from the date of eviction if a household member has been evicted from federally assisted housing for drug-related criminal activity. In this case, however, owners retain discretion to consider the circumstances and may admit households if the owner determines that the evicted household member who engaged in drug-related criminal activity has successfully completed a supervised drug rehabilitation program, including those supervised by drug courts, or that the circumstances leading to eviction no longer exist (24 CFR 5.854).


As President Obama recently made clear, this is an Administration that believes in the importance of second chances – that people who have paid their debt to society deserve the opportunity to become productive citizens and caring parents, to set the past aside and embrace

the future. Part of that support means helping ex-offenders gain access to one of the most fundamental building blocks of a stable life – a place to live.

Thank you for your continued commitment to providing quality affordable rental housing.



Shaun Donovan
Secretary



Carol J. Galante
Acting Assistant Secretary for Housing -
Federal Housing Commissioner

Introduction



The Hampden County Sheriff's Department will partner with the Housing Authorities in our region to develop a national model which will demonstrate how the collaboration between a correctional agency and public housing authorities can achieve a profound impact on improving public safety and reducing homelessness.

Qualified citizens returning to the community from incarceration, who have demonstrated a personal transformation evident through identified benchmarks (see Appendix A) and who are being properly supported and supervised in the community can earn the privilege to receive housing through the local Housing Authorities and thrive as tenants, neighbors, and members of the Hampden County Community.

"Numerous research studies have confirmed that housing is a vital part of enhanced public safety as it relates to the returning inmate population. In fact, housing is not simply a place to live, but a service in itself. It is perhaps the most critical service in leading to other services."

National Report of the Re-entry Policy Council – Housing Recommendations (Page 413) 2003

In 2007, a Washington State Department of Corrections study found that sixty-nine percent (69%) of offenders who commit another crime after prison or jail did not have stable housing after their release. From our own experience and research, we are convinced that these statistics correlate with offenders being released back to our communities. In 2008, Columbia University and John Jay College found that a program similar to the CHESS Program resulted in:

- ❖ A 91% housing retention rate;
- ❖ A 92% reduction in shelter days; and
- ❖ A 53% reduction in jail days.

See Corporation for Supportive Housing (CSH) www.csh.org 2009

Another such program in Connecticut, evaluated by the University of Connecticut, saw a ninety percent (90%) reduction in shelter days and a seventy-three percent (73%) decrease in jail episodes.

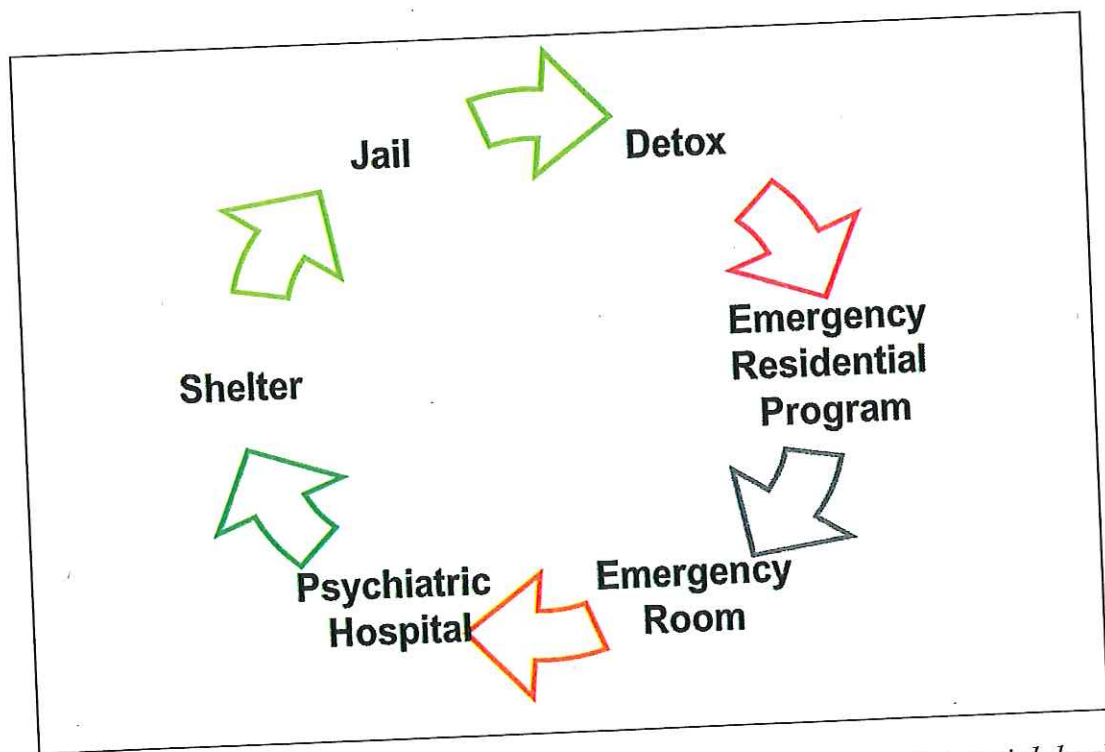
See from Corporation for Supportive Housing (CSH) www.csh.org 2009

Partners in this collaborative housing pilot program aim to impact public safety in Hampden County communities. Housing for this population is critical as the most fundamental building block for a stable life. Assisting this population with housing, supportive services, and supervision improves public safety and the quality of life of everyone in the community. This proactive approach to assisting this former offender population will deter these individuals from going into shelters and falling into chronic homelessness.

The Hampden County Sheriff's Department research data over the last three years reflect that forty to fifty-five (40-45%) of sentenced offenders are released with an unstable or transient home plan without permanent housing. Ten percent (10%) are completely homeless and will go to shelters.

Without stable housing, this population's opportunity for successful Re-Entry diminishes significantly. Public safety is compromised and individuals become a financial burden to many social systems, including but not limited to law enforcement, corrections, health services, courts, and detoxification centers.

A significant number of these offenders return to urban communities already struggling with high rates of crime and poverty. In Hampden County, nearly three quarters of offenders return to the inner city neighborhoods of Springfield and Holyoke. Approximately half are released with no post-release supervision.



The "institutional circuit" shown above indicates that complex, co-occurring social, health and behavioral health problems can result in a pernicious cycle that is costly to everyone involved. Effective use of resources demands a more comprehensive intervention encompassing housing, intensive case management, and access to responsive health care.

Defining Re-Entry and After Incarceration Support Systems (AISS)

In 2011, 1,426 sentenced individuals, in addition to 2,164 pre-trial detainees (total number is not unduplicated), were released from the custody of the Hampden County Sheriff's Department into Hampden County. Research has long demonstrated that significant percentages of those released from custody will re-offend and re-enter the criminal justice system unless they have support in the community that fosters gainful employment, stable housing, access to substance abuse and mental health counseling, and connections to family in the community. The CHESS initiative —Community Housing that is Earned, Safe, and Supportive — is a pilot program that seeks to enhance community safety by promoting the successful re-entry into the community of persons formerly in the custody of the Hampden County House of Correction.

The After Incarceration Support Systems (AISS) program has been in existence since 1996. Sheriff Michael J. Ashe, Jr. developed and implemented the program to be the bridge between incarceration and the community. The program has grown and flourished, far surpassing initial expectations.

The AISS Program consists of over 20 full-time staff, working closely with dozens of volunteers and over 300 community-based agencies. The AISS team provides access to a variety of services, some examples of these being education, mental health, substance abuse, risk reduction and employment. AISS is designed to educate, prepare and assist the inmate population with transitioning back into the community. Key components include:

- 1) Working with inmates within the correctional center, prior to release
- 2) Continuum of services post-release in the community, and
- 3) Supportive Services as long as needs persist

***The ultimate goal of the AISS relationship with the participant is to have
a direct impact on the reduction of recidivism and an increase in public safety.***

AISS is committed to a “housing first” concept which works to reduce the potential risk to community safety. The aim is to be pro-active with the cities in this region. As such, staff is working to develop strategies to address housing needs for individuals who are getting released back to these communities after completing their incarceration or detention. Housing for this population is critical as the most fundamental building block for a stable life. If someone does not have a safe, stable place to live after release from incarceration, then it is much more difficult for that person to focus on his or her recovery, employment, community involvement, etc. They are then more likely to go back to criminal behavior for survival, with negative effects that ripple through the city.

Assisting this population with housing, services, and supervision interventions improves public safety and the quality of life of everyone in the community. This proactive approach to assisting these returning citizens will reduce the number of these individuals going into shelters and into chronic homelessness. The Sheriff and HCSD staff have worked hard to take Re-entry efforts to the next level. This level of advancement and commitment to Re-entry is in the interest of “Protecting the Investment” in Public Safety.

AISS RE-ENTRY CENTER

HAMPDEN COUNTY SHERIFF'S DEPARTMENT

A multi-service hub, AISS addresses transitional needs from housing, to employment, to mental health, to education. The center also provides: mentoring, case management, intensive outpatient substance abuse programs, parenting education, transportation access, and other services.



W.W. JOHNSON LIFE CENTER

736 State Street, Springfield, MA 01109

The following statistical data* indicates all Hampden County Sheriffs' Department SENTENCED RELEASES by zip code in Hampden County. Please note the number contains duplications for individuals released more than once during specified period. (*2012 data for Jan-Sep only)

<u>ZIP CODE</u>	<u>CITY/ TOWN</u>	<u>2010</u>	<u>2011</u>	<u>2012*</u>	<u>3-YR TOTAL</u>
00001	Homeless	35	24	27	86
01001	Agawam	36	21	20	77
01008	Blandford	2	1	0	3
01009	Bondsville	0	2	0	2
01010	Brimfield	1	5	0	6
01011	Chester	5	1	2	8
01013	Chicopee	78	71	54	203
01020	Chicopee	64	65	56	185
01022	Chicopee	1	2	0	3
01028	East Longmeadow	10	15	11	36
01030	Feeding Hills	15	12	4	31
01034	Granville	2	1	1	4
01036	Hampden	3	1	1	5
01040	Holyoke	241	219	173	633
01056	Ludlow	29	28	16	73
01057	Monson	8	14	7	29
01069	Palmer	13	13	10	36
01071	Russell	2	6	1	9
01077	Southwick	10	12	8	30
01079	Thorndike	1	0	0	1
01080	Three Rivers	7	5	4	16
01081	Wales	2	0	2	4
01085	Westfield	90	73	50	213
01089	West Springfield	60	56	47	163
01095	Wilbraham	10	6	9	25
01103	Springfield	17	13	9	39
01104	Springfield	104	85	71	260
01105	Springfield	150	131	97	378
01106	Longmeadow	3	6	4	13
01107	Springfield	86	71	55	212
01108	Springfield	198	176	150	524
01109	Springfield	201	201	152	554
01118	Springfield	17	24	11	52
01119	Springfield	29	24	17	70
01128	Springfield	1	0	0	1
01129	Springfield	17	10	12	39
01151	Springfield-Indian Orchard	40	30	28	98
01521	Holland	3	2	1	6
	TOTALS	1591	1426	1110	4127

The following statistical data* indicates all Hampden County Sheriffs' Department **PRE-TRIAL RELEASES** by zip code in Hampden County. Please note the number contains duplications for individuals released more than once during specified period. (*2012 data for Jan-Sept only)

<u>ZIPCODE</u>	<u>CITY/TOWN</u>	<u>2010</u>	<u>2011</u>	<u>2012*</u>	<u>3-YR TOTAL</u>
00001	Homeless	29	148	132	309
01001	Agawam	29	43	30	102
01008	Blandford	1	4	2	7
01009	Bondsville	5	6	3	14
01010	Brimfield	2	0	2	4
01011	Chester	2	0	1	3
01013	Chicopee	73	63	57	193
01020	Chicopee	110	120	87	317
01028	East Longmeadow	19	21	9	49
01030	Feeding Hills	18	6	13	37
01034	Granville	3	2	2	7
01036	Hampden	7	8	3	18
01040	Holyoke	275	254	228	757
01056	Ludlow	41	44	49	134
01057	Monson	16	15	9	40
01069	Palmer	16	23	13	52
01071	Russell	3	1	2	6
01077	Southwick	11	8	9	28
01079	Thorndike	1	3	3	7
01080	Three Rivers	4	9	7	20
01081	Wales	2	2	1	5
01085	Westfield	88	75	61	224
01089	West Springfield	105	86	79	270
01095	Wilbraham	17	23	12	52
01103	Springfield	29	32	22	83
01104	Springfield	152	126	93	371
01105	Springfield	214	155	113	482
01106	Longmeadow	10	6	2	18
01107	Springfield	111	131	85	327
01108	Springfield	349	343	259	951
01109	Springfield	334	289	209	832
01118	Springfield	34	14	24	72
01119	Springfield	29	39	24	92
01128	Springfield	4	4	2	10
01129	Springfield	17	17	11	45
01151	Springfield-Indian Orchard	41	43	41	125
01521	Holland	<u>1</u>	<u>1</u>	<u>0</u>	<u>2</u>
	TOTALS	2202	2164	1699	6065

CHESS Program Guidelines

CHESS (Community Housing: Earned, Safe, and Supportive) is an innovative pilot that provides stable, safe, housing, and extensive supportive services to CHESS Participants who have demonstrated readiness to participate and achieve success. All of this is in the interest of preventing homelessness, increasing public safety and being fiscally responsible. We want to create taxpayers, not perpetrators and victims. Each phase has multiple criteria which participants must meet in order to be considered for eligibility within this pilot. These factors include income, criminal behavior, recovery, mental health, stages of change, and Individual Service Plans. The program, through appropriate services and structure, supports progression through the stages of change.

Eligibility

Any individual who is actively engaged with AISS services and meets the CHESS Program criteria may be considered for housing. We follow, and in fact exceed, Federal Eligibility Guidelines for housing.

THE CHESS INITIATIVE IS A THREE-PHASE PROGRAM INCLUDING:

Phase 1 / CHESS Preparation:

In this phase a potential participant must be actively involved in AISS services. In preparation for CHESS they must earn the opportunity to be considered for this housing pilot. Through careful monitoring individuals must demonstrate that they have developed the skills to live outside a structured program.

Phase 2 / Supportive Housing:

An intensive program where all participants will be placed in scattered site units where they will receive a high level of case management that features monitoring and support. This intensive phase is intended to help the participant enhance his/her life and apply the skills needed for living outside a structured program. Some participants may be re-united with family members and the program has been designed with rental vouchers that will allow placement in a studio, one, or two-bedroom unit. Throughout the phase, the CHESS participant continues to be provided with a wide range of case management services and support designed to build skills for long-term success in the community. Structured support of all participants includes but is not limited to: random urine screenings, random breathalyzer testing, housing inspections, and monthly Individual Service Plan reviews.

Phase 3 / Residential Stability:

In this phase, the participant has demonstrated that there is no longer a need for such a high level of case management services. The Sheriff's Department staff will have assessed him/her as able to transition to their own permanent housing resource outside of the CHESS program. This phase is ongoing. As stated in the key components of AISS, Supportive Services continue as long as needs persist.

Disqualifiers

Automatic denials include but are not limited to:

- 1) Requirement of Lifetime Registration of Sex Offenses,
- 2) Conviction of Manufacturing of Methamphetamine,
- 3) Inability to demonstrate a crime free lifestyle.

Classification

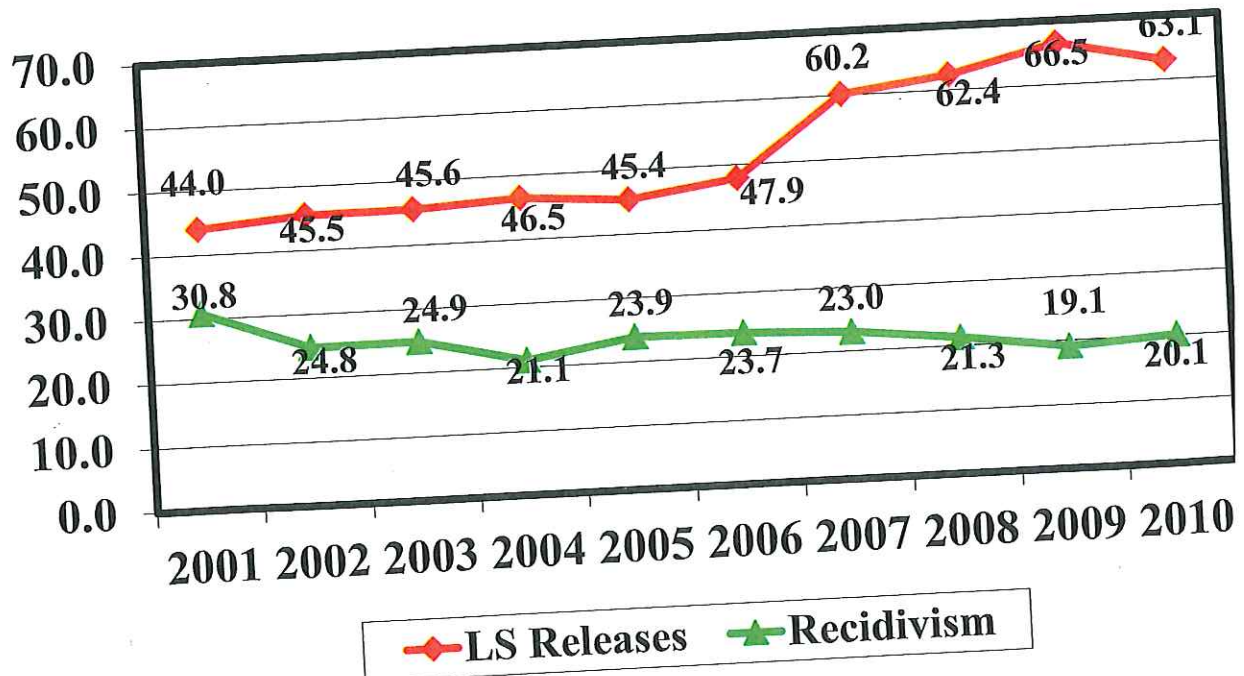
The Sheriff's Department has a proven track record of allowing inmates access to the community through the Hampden County Pre-Release Center, the Western Massachusetts Correctional Alcohol Center, the Western Massachusetts Regional Women's Correctional Center, and the Day Reporting Program. AISS also offers support for individuals prior to release and continues this relationship post release in the community.

The progressive re-entry philosophy of the Hampden County Sheriff's Department has earned repeated national, state, and local recognition for innovative inmate re-entry initiatives ranging from connecting inmates to the public health system to near perfect scores on national accreditation audits. The Hampden County Sheriff's Department is widely regarded as a leader and innovator in the corrections industry. The department follows a stringent, thorough, objective Classification Process that has proven to be successful with Public Safety as the first priority. With this experience, the Department has the highest level of confidence in the success of this pilot.

Proven Results

As indicated by the chart below, the HCSD has pursued an intentional strategy of moving inmates to lower security and closer to the community prior to release. This approach has clearly made a significant contribution in public safety by reducing recidivism. While the percentage of those inmates stepping down to lower security prior to release rose from 44% in 2001 to 63.1% in 2012, simultaneously the recidivism rate dropped from 30.0% to an impressive 20.1%.

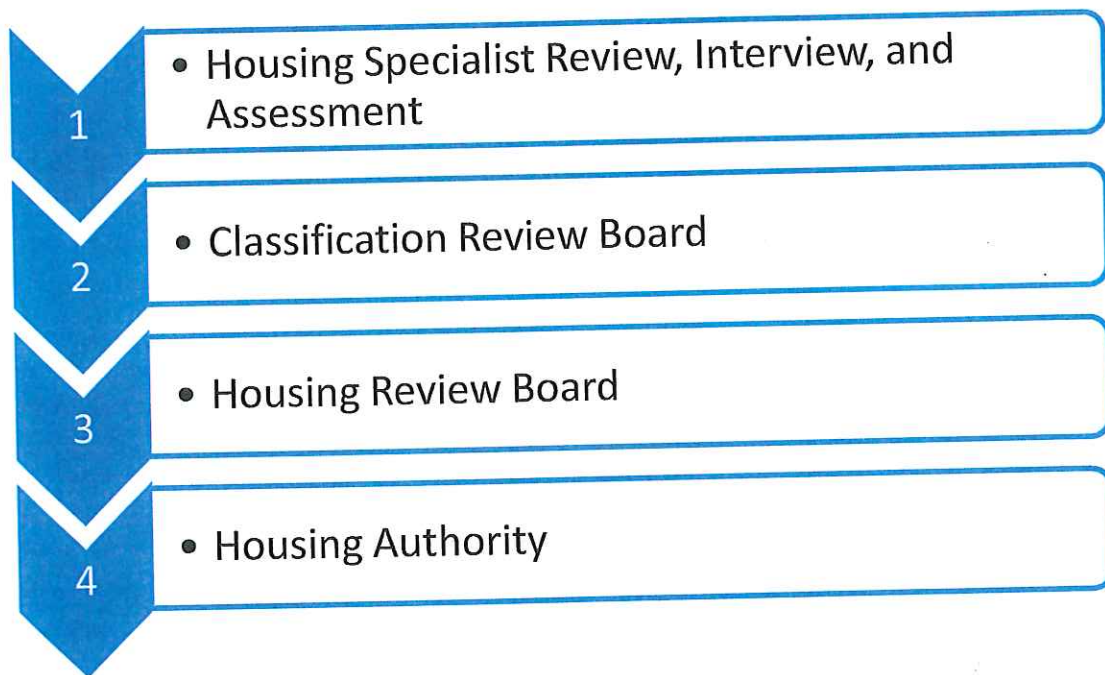
**Lower Security Releases &
One-Year Reincarceration Rates**



Screening Process

The CHESS screening process is based on a four-tiered approach that consists of a Housing Specialist Review, Classification Board Review, a Housing Review Board, and final approval from the appropriate Housing Authority.

- **TIER 1**
The Housing Specialist screens all potential participants, conducts a thorough interview, and gathers all required documentation for review.
- **TIER 2**
HCSD's Classification Board reviews applications and makes recommendations. The Board will forward applicants who are determined preliminarily eligible for the CHESS program to the Housing Review Board for a determination of suitability for participation in the CHESS initiative.
- **TIER 3**
The Housing Review Board screens applications at the third tier. This additional layer of administrative review ensures thorough consideration and objective evaluation of all applicants.
- **TIER 4**
The respective Housing Authority provides evaluation at the fourth tier.



With public safety as our first priority and Federal regulations as guidelines, the staff understands that not all individuals should be referred to this program. As we interview housing candidates, we have developed comprehensive eligibility criteria that include risk management factors, the stages of change and a classification matrix that will guide placements.

Veteran staff members from all facilities sit on a Classification Board that reviews and screens all CHESS applicants. The CHESS Program will follow the strictest Classification Review when determining if applicants meet the criteria for preliminary eligibility for the Housing Choice Voucher Program.

All applicants approved by the Housing Review Board will be required to meet with the AISS Housing Specialist to complete the application and documentation for the appropriate Housing Authority. All applications will be submitted to the appropriate Housing Authority for final disposition.

The Classification Review:

This objective review ensures that key issues related to incarceration are addressed through program efforts and connection to community resources. Reviews include but are not limited to:

- Participant interview
- Past criminal record
- Police Report
- Institutional behavior
- Program completions
- Motivation to change
- Employment history
- Involvement in the community
- Stages of change
- Involvement in Community Recovery Group
- Community counseling
- Crime-free behavior
- Income verification

If an applicant is found eligible based on the Classification Review, the Classification Board develops recommended Individual Service Plan for the potential participant. The Individual Service Plan includes specific requirements that will strengthen the participant's application to the Housing Review Board. These Individual Service Plans are designed to allow individuals to realize the skills, knowledge, and crime-free behaviors that reduce homelessness, enhance healthy communities, and increase public safety.

If an applicant is found not eligible at the time of review, the Classification Board will provide required benchmarks and a specific Individual Service Plan that the applicant must meet to be forwarded for selection. Case Managers work with each potential participant to develop strategies and support to accomplish the Individual Service Plan. Upon completion of the Individual Service Plan the applicant will be re-reviewed and interviewed by the Classification Board. At that point, if found eligible, the participant is forwarded to the Housing Review Board for review and approval. At this point the application will be forwarded to the appropriate Housing Authority for final approval.

If an applicant is denied, he/she will be notified by their case manager with specific reasons for the denial. Reasons include inability to demonstrate behavior change, inability to demonstrate commitment to recovery, if applicable, inability to demonstrate participation and completion of programs. Please note that individuals that are denied for specific reasons can reapply after ninety (90) days.

Appeals

Any applicant denied at Tier 1, 2, or 3 may appeal in writing within fourteen days to the Assistant Superintendent of Operations located at 627 Randall Road Ludlow, MA 01056. Any questions or concerns regarding this process please contact Housing Department at AISS 413-781-2050 Ext 8300. All decisions will be reviewed and written decisions will be forwarded within fourteen days.

Any applicant denied at Tier 4 will refer to the respective Housing Authority policy.

Program Protocol and Emergency Procedures

The Sheriff's Department believes Re-Entry begins on day one of incarceration. In order to achieve this goal the HCSD utilizes a system of graduated release that includes Minimum Security, Pre-Release, Western Massachusetts Correctional Alcohol Center (WMCAC), Day Reporting Program, and After Incarceration Support Systems participation. Housing is a primary focus throughout an offender's incarceration, beginning on day one. Housing programs and curricula will be utilized throughout the offender's incarceration to prepare for transition to an appropriate housing plan upon release. Support assistance is provided by working closely with educational, medical, social service, and criminal justice agencies to provide resources to participant in the areas of housing, employment, education, counseling, medical, and recovery support services.

This program protocol for the CHESS housing pilot will follow the same stringent systems and procedures that have been utilized throughout our housing units. Qualified returning citizens that have demonstrated a personal transformation which is evident through the completion of identified benchmarks and are being properly supported in the community can earn the privilege to participate in the CHESS program. Our program assists returning citizens to thrive as tenants, neighbors, and productive members of communities.

The Hampden County Sheriff's Department is staffed twenty four hours a day, seven days a week. AISS Staff respond to any issues immediately to assist the CHESS participant, landlord, and community partners. All emergency numbers and contacts are presented and maintained for each CHESS participant. Follow-through and consistency with extensive support services will be the key to preserving each resident's ability to obtain and maintain housing. This model is based on public safety, reducing homelessness, and enhancing communities.

AISS/CHESS Participant Responsibilities

The After Incarceration Support Systems (AISS) program is designed to educate, prepare and assist the releasing inmate population with transitioning back into the community. The ultimate goal of AISS is to have a direct impact on the reduction of recidivism, improve public safety and improve the quality of life of CHESS program clients. The AISS program plays a direct and active role with participants placed in the CHESS program. Assigned case managers work with each person individually to develop and maintain his/her residential plan. The plan will be reviewed on a continuous basis, closely monitoring the required benchmarks.

AISS is responsible for:

- 1) Working with CHESS program participants in the community with an emphasis on providing extensive support and a continuum of services
- 2) Educating clients on employment, housekeeping, money management, and participant obligations
- 3) Providing follow up case-management and home visits
- 4) Facilitating Landlord/ CHESS Participant problem solving
- 5) Providing Reports to Housing Authority on a Quarterly Basis
- 6) Assisting participants to achieve a successful progress on benchmarks including transition into residential stability.

All CHESS Participants have access to the full range of AISS programs and services, which include:

Mentorship Program	Case management
Housing Assistance	Intensive Outreach Support
Access To Recovery	Community Linkages and Referrals
Registered Nurse care	Role Modeling
Advocacy	Coping Skills
Behavioral Health / Mental Health	Assistance with Daily Life
Crisis Intervention	Decision Making
Full range of educational classes	Networking
Support Groups	Intensive Outpatient Substance Abuse
Employment Assistance	Parenting Programs

CHESS Participants are responsible to:

- 1) Meet with caseworker weekly
- 2) Work with case manager to obtain and maintain required benchmarks
- 3) Report any safety concerns to case manager
- 4) Provide random urine samples &/or breathalyzer at the direction of AISS staff
- 5) Work towards residential stability
- 6) Demonstrate progress in meeting all program benchmarks
- 7) Comply with CHESS Contract and Program Rules (see page 20)

CHESS CONTRACT AND PROGRAM RULES

Page 1 of 2

The CHESS Program Rules provide participants the tools to achieve self-sufficiency, and positive community living. This agreement can be updated and or changed based on the need of the program. This agreement will be read and witnessed by a Designee of HCSD and signed by the applicant so that all parties understand the services provided and what participant behavior is expected. This agreement will also provide the participant a guide for living in a safe, secure, and healthy environment.

1. The participant is to remain clean and sober. Random drug and alcohol testing will be done.
2. There is to be no alcohol or drugs on the premises at any time.
3. The participant is expected to hold a job or have sufficient income to pay their required dues.
4. The participant is required to pay Monthly fees.
5. For the participant who is not working, community service, volunteering, or part-time work is required.
6. The participant will not allow any person to reside in the unit who is not listed on the participant agreement with the landlord.
7. The participant is required to maintain a clean and safe living environment. House chores are the responsibility of the participant. Failure to comply is subject to expulsion.
8. Disruptive behavior will not be tolerated. Any behavior in violation of local, state, or federal law is strictly forbidden. These acts include but are not limited to: physical violence and/or intimidation of any manner and/or criminal activity. This includes invited guests.
9. No participant shall hold loud parties or engage in other acts which are reasonably likely to disturb others in or near the house. The volume of radios or televisions must be kept at appropriate levels.
10. Smoking is allowed in designated areas only. Refer to lease guidelines.
11. The participant will communicate with guests the rules and regulations of the property. Guests are required to follow the applicable rules. No guest allowed during scheduled participant meetings.
12. Participating in criminal activity will result an immediate expulsion from the program.
13. There will be respect for the property. Any willful destruction of the property will result in expulsion.
14. The participant will abide by the terms and conditions specified by the owner.
15. HCSD Designee and/or owners will have access to the unit with right to inspect at any time, with proper notification if applicable.
16. No pets are allowed on any premises
17. The participant is required to notify HCSD designee if s/he is going to be out more than 24hrs. Notification in writing or by phone is required.
18. The participant will engage in a weekly house Meeting.
19. The participant is required to participate in After Incarceration Support Systems Program.
20. Electric/gas heaters, hot plates, toasters are prohibited in the bedroom units.
21. Proper disposal of trash is required to maintain a clean environment inside and outside.
22. Being a good neighbor is important to the wellness of all neighbors and community. Participants may be asked to assist with the upkeep of the property.
23. If on prescribed medication, strict compliance is required. Written documentation must be provided to the HCSD Designee within 24hours.
24. Failure to comply with these Program Rules may result in immediate expulsion

CHES Contract and Program Rules

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Emergency Contact numbers

The participant will know where all emergency contact numbers are and notify the proper personnel in case of emergency and / or concerns.

Furnishings

When provided, all furnishings and items must remain with the property. Removal of any furnishings or items will result in a program violation.

Benchmarks

The participant must follow and maintain the CHES Benchmarks during participation in the program. Non-compliance with CHES Benchmarks will affect their status in the program.

AISS Individual Service Plan

The participant must follow and maintain a working AISS Individual Service Plan during participation in the program. Non-compliance with their AISS Individual Service Plan will affect their status in the program.

I _____ agree to follow the above CHES Program Rules. I agree that any violation may result in expulsion from the program. **I have reviewed and fully understand each of these rules and regulations, and I have received a copy of them.**

Signature _____ Date _____

Witness _____ Date _____

***Servicios para traducirlo y explicarlo este
contrato estan disponible en Español.***

AISS Progress Benchmarks For Chess Participants

	<i>Initials</i>	<i>Date</i>
After Incarceration Support Systems group-Graduate <Yes or No>		
After Incarceration Follow Through with AISS Case manager		
Six months of clean urines		
Up to date with monthly fees		
Attend Community Recovery Groups weekly		
Attend Weekly House meetings unless noted		
Graduate from IOP (if applicable)		
Completed Employment Phases (if applicable)		
Maintain Employment		
Obtain Education goals		
Maintains Bank account		
Documented Income		
3-reference letters from a non-relative		
Health and Physical Goals (fitness and lifestyle)		
Successfully completed programming related to criminogenic risk factors		
Obtained personal goals that are reflected in the Individual Wellness Plan-Short/Long		
Demonstrate progress towards independent living outside of Chess Program		
Other (based on individual presentations)		

CHESS/Property Owner Certification

Property Owner Certification is a requirement to participate in the CHESS program. Completion of a Project Affidavit is required to participate in the project. In addition, Property Owners is required to complete a Certification that they are in good standing with their communities. The document also prevents Conflict of Interest, or the appearance thereof. A copy of this document is available upon request.

Outcome Measures

The HCSD is a national leader in the design and application of research in corrections. The Hampden County Sheriff's Department employs a full-time Doctoral-level researcher because of the pragmatic importance of this area of operations. Research has become an integral part of operations at the HCSD, providing reliable and valid statistical data to various units for use in policy decisions and strategic planning.

The HCSD Research Director provides support and assistance in the analysis of the CHESS initiative. Benchmarks have been identified and are used to monitor both client progress and program effectiveness. Achievement of these goals demonstrates the success of the program in attainment of the stated outcomes of reduction in homelessness and increased public safety.

Objective Criteria for Risk/Needs Assessment and Strategic Planning

Consistent with literature documenting evidence-based best practices with incarcerated and post-incarcerated populations, the HCSD and AISS utilize objective, validated tools to assess and address risks and needs. This approach has evolved over time to provide a reliable index that guides the treatment and referral of those in custody. Services are not provided on a random or subjective basis. Rather, empirical data indicate how best to address the needs and reduce the risk of each individual. What follows is a sample of tools currently in use throughout the Department.

- **CAGE:** a client self-report index related to addiction (Cut-down, Angry, Guilty, Eye-Opener), on which any score can be considered significant.
- **Criminogenic Indicators:** evidence based crime-producing risk analysis. The literature validates 8 data-driven indicators of risk for return to criminal activity &/or incarceration. Two static factors (*criminal history and juvenile history*) are considered, along with 6 factors that can be impacted through strategic intervention (*Substance Abuse, Psychological/Educational, Attitudes—pro-social vs. pro-criminal, Criminal Associates, Unemployment, and Family background*)
- **Level of Service Inventory (LSI):** a validated instrument indicated vulnerability to incarceration recidivism. 0-3 = Low / 4-5 = Medium / 6-8 = High
- **Texas Christian University Score:** a validated Substance Use Disorder index, in which any score higher than a 3 is indicative of problematic a relationship with drugs/alcohol.
- **AISS' Individual Service Plan (ISP)** helps to address and support the unique concerns of each participant. Please see the sample ISP that follows.

AISS ACTION PLAN *for Wellness, Support, and Empowerment*

Name: Client
Staff: Karen Dean

PIN: 1234567
Phone: 413-123-4567

Meeting Date: 10/10/12
Follow-up Appointment: 10/16/12

KEY ISSUES

Summary (Presenting issue, time out of custody, and pertinent observations):

Joe is a 27 year old unmarried father of one (son, age 6, who lives in CT with Mother) who applied to CHESS while at WMCAC. He paroled to Phoenix House in July and plans to stay till he graduates in January.

Criminal History (CORI / Triple I, current Probation / Parole, LSI Score):

Joe has 11 adult arraignments, all for larceny, drug distribution, and possession. He is on Parole until mid-November 2012 and has no probation to serve. His LSI score is 4. No warrants, no arson history, no sex offense history.

Substance Abuse/ Treatment History (age first use, drug of choice, prior treatment, TCU score):

Drug of choice is alcohol. Experimental use started at age 14, with daily use beginning around age 16 and increasing each year. At 19, started crack cocaine. TCU score = 4. Has been to detox 3x and completed 2 weeks of IOP two years ago.

Current Recovery / Sobriety Plan (treatment program, 1:1 counseling, AA/NA, other supportive groups):

Presently residing at Phoenix House, has sponsor, attends 3 meetings / week. Home meeting is on Fridays at noon. Is considering seeing mental health clinician at AISS but does not feel ready yet.

Mental/ Physical Health:

- Therapist- no active MH Tx at present.
- Psychiatrist- not applicable.
- Doctor- Dr. Smith 788-4344
- Do you have any form of health insurance? Mass Health active.
- Key signals to monitor- in the past, when sleeplessness occurs, it is a sign of risk.

Housing Search:

- Never had own apartment.
- Reports good relations with Phoenix house housemates (program concurs)
- Preference is Chicopee area.

Education (GED, higher education, parenting classes, specific skill classes, vocational training):

Joe earned his GED while incarcerated and is considering the Transition to College course, as he feels that he may not be ready for credit-bearing courses. Has forklift operator license and Serve Safe.

Spiritual Health (church, faith-based mentorship):

Joe feels that his 12-step fellowship meets spiritual needs for him at this time. He says that if he were to go to a Church, it would be a Baptist Church, since he attended a few times while growing up.

Other Needs (identification/food/clothing/transportation/child care/DOR):

Has ID, SS Card, and Birth Certificate. No DOR order, no formal visitation plan, not DCF involvement.

Date Referred to ATR (if eligible):

Referred 10/10/12. Will need new bus pass within the month.

30-Day Goals,	Action Steps	Outcomes:
Comply with weekly budget so that program fees is up to date	Contract signed on above date, and monthly fees will be collected	First month payments: all timely.
Work on monthly budget	Keep posted and communicate all concerns to Karen Dean	Communication was regular and effective.
Seek therapy	Complete intake with Rayna	Sent on 11/10/12
Continue attending three meetings per week	On-Going	Consistent attendance noted.

60-Day Goals,	Action Steps and	Outcomes:
Develop a plan so that Client can quit smoking. (His smoking is costing him \$301 per month on the average.)	Call his doctor to make an appointment for medication.	Appointment made.
Continue with 30 day goals	Meet with Karen once a month to go over goals. Meet on 10/10	Monthly meetings occurred.
On 10/18/12 have community service in place or plan for court. Needs assistance so that he has hours in place and plan. Will owe 56hrs	Currently Community Service on Saturdays from 8-12	Community Service hours about 2/3 done.

90-Day Goals,	Action Steps and	Outcomes:
Continue with recovery plan, attending three meetings per week	Review recovery plan	Continued progress
Obtain part time job	Application submitted. Registered at FutureWorks.	2 callbacks and 1 interview so far.

Intermediate Goals (12-15 months):

- Obtain own housing
- Earn AISS Graduation Certificate
- Work with DCF towards reinstatement of visits

Long Term Goals (18-24 Months):

- Continue clean and sober lifestyle
- Enroll in classes at STCC
- To actively parent Son

Signature of Participant _____ Date: _____

AISS Staff Signature _____ Date: _____

Closing Thoughts

A pilot project such as CHESS elicits understandable concerns, skepticism, and doubt on the part of community members. Participants have, after all, committed felonies and caused harm to their communities. The CHESS program is unlikely to win any popularity contests. Research indicates, however, that efforts that reduce the likelihood of re-offense are those which strategically address risk/need factors and pursue a 'housing first' approach. In addition, participants are carefully selected and closely monitored for adherence to program guidelines.

Reducing crime and recidivism by supporting a stable transition after incarceration serves the best interest of the public as well as the returning citizen. The Hampden County Sheriff's Department gratefully acknowledges those visionary community partners who help forge new pathways and create safer communities. We also welcome new partners as the effort grows and strengthens.