



ST. JOSEPH PROBATE COURT 2019 ANNUAL REPORT CARD



**Jason A. Cichowicz, Judge
St. Joseph Probate Court**

Special thanks go to all those in the probation, detention, and court departments for the work they are all doing in an effort to assist the families and children of our community.

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Probate Court

Construction began in early April to convert office space to a 5th courtroom. This new courtroom became operational September 24th, hearing its first cases. The combining of two positions allowed for labor savings enough to hire a part-time Referee to hear cases in the new courtroom three days a week. This new courtroom primarily hears Juvenile Paternity cases with Pro Se litigants or those with private attorneys as well as protective orders and recusals from other courtrooms. Renovations of the space to establish this new courtroom was paid for by a grant; no taxpayer money was utilized.

Juvenile Probation Department

Introduction:

The St. Joseph Probate Court Juvenile Probation Department saw many changes and improvements during 2019. Upgrading and improving the services to children and families became the focus. Here following are the noteworthy accomplishments of the Juvenile Probation Department.

Improved Training

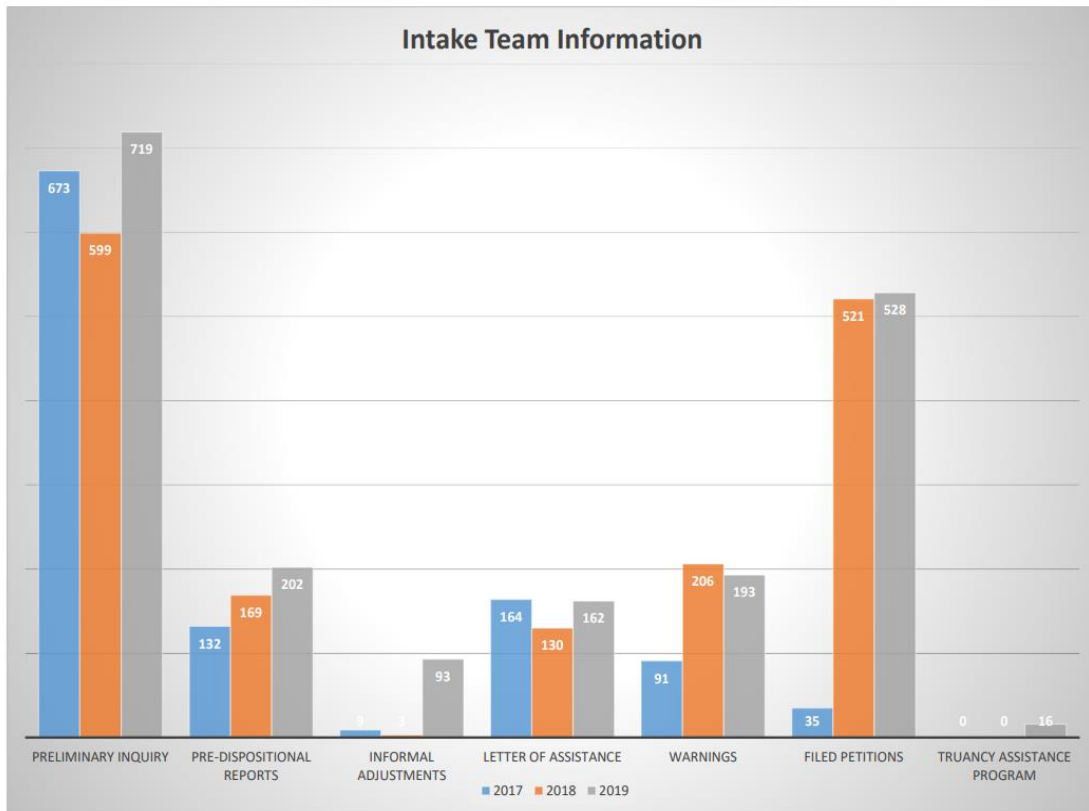
Probation Officers were provided the following training.

- Trauma Informed Care
- Suicide Precaution
- Treatment Amenability
- Structured Assessment of Violence in Youth (Risk Assessment Tool)
- Indiana Youth Assessment Instrument
- Protocols Against Child Endangerment
- Multiple In-service trainings on evidence-based practices

Improved Intake

The Intake Team screens all referrals from police agencies, schools, and parents. Minor and first time offenses may be diverted from official court action through the use of unofficial dispositional alternatives, or Informal Adjustment. The Intake Team members initially meet with the juvenile and parent and complete a Preliminary Inquiry Report. The decision is then made to take informal or official action. Early in 2019 intake processing was evaluated to determine ways to streamline the process and make it more effective which resulted in getting children and families involved in services much sooner.

Informal Adjustment was reinstated in 2019 which diverted cases from official court action. The following chart not only shows a comparison of the number of Informal Adjustment cases over the last three years, but it also compares other ways cases were disposed of informally. The graph also outlines increases in report writing productivity.



Improved Community Outreach

In 2019 it was believed that the Juvenile Probation Department should widen its “footprint” in the community by assisting with addressing problems in our schools, and collaborating more closely with local law enforcement agencies. Most recently this was accomplished by the development of a truancy program, attending strategic planning meetings with the South Bend Police Department, and hiring probation personnel specifically to carry out community outreach functions.

Truancy Program

In 2019 one of the Court’s goals was to address the truancy problem in the schools. A pilot program was developed and put in place in August in the Mishawaka schools focusing on the middle schools. In late 2019, efforts to expand the program to the Penn-Harris-Madison schools were begun. It is anticipated that as the program gains a foothold and is determined effective, it will be opened up to South Bend schools.

Law Enforcement Strategy Session Meetings

Each week the South Bend Police Department hosts a strategic planning meeting with attendance from other police departments, state and federal probation and parole, prosecutors, and at times, federal law enforcement agencies. A representative from the Juvenile Probation Department attends these meetings to share needed information and stay abreast of current crime trends in the city and county.

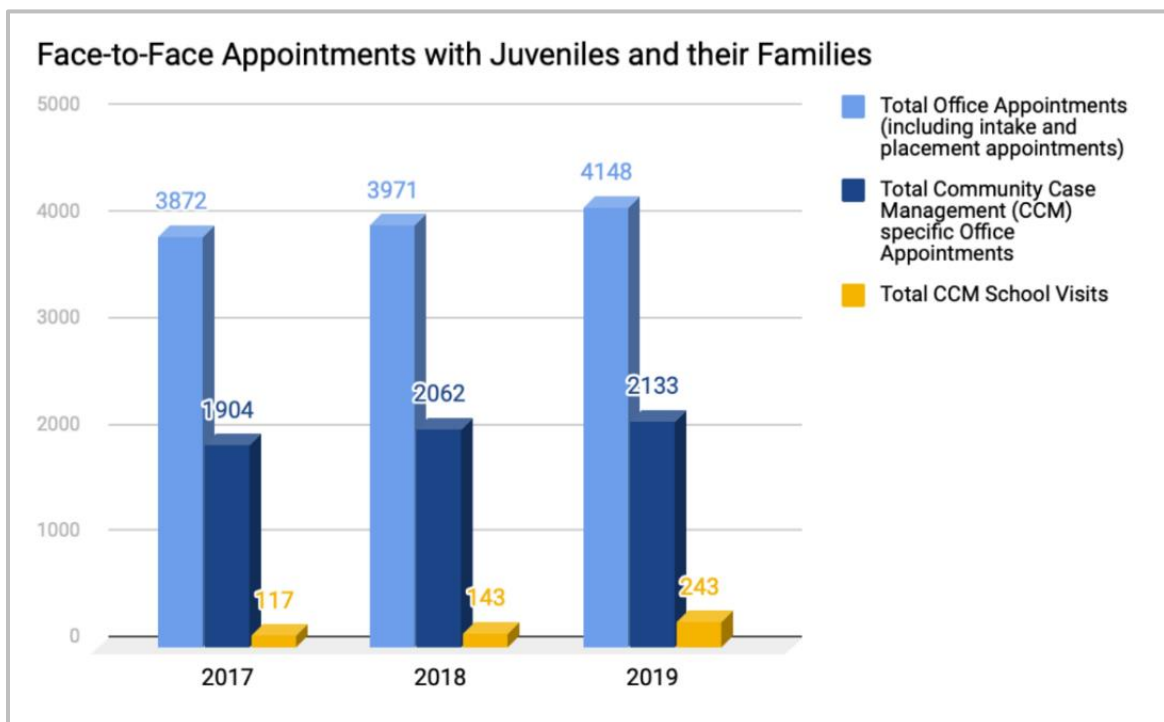
Police Roll-Call Meetings

Juvenile Probation started attending police roll-call meetings in 2019 in order to get information relevant to juvenile probation issues directly into the hands of patrol officers and their immediate supervisors. This has been useful in sharing information between agencies and building rapport with police officers overall.

Improved Community Case Management

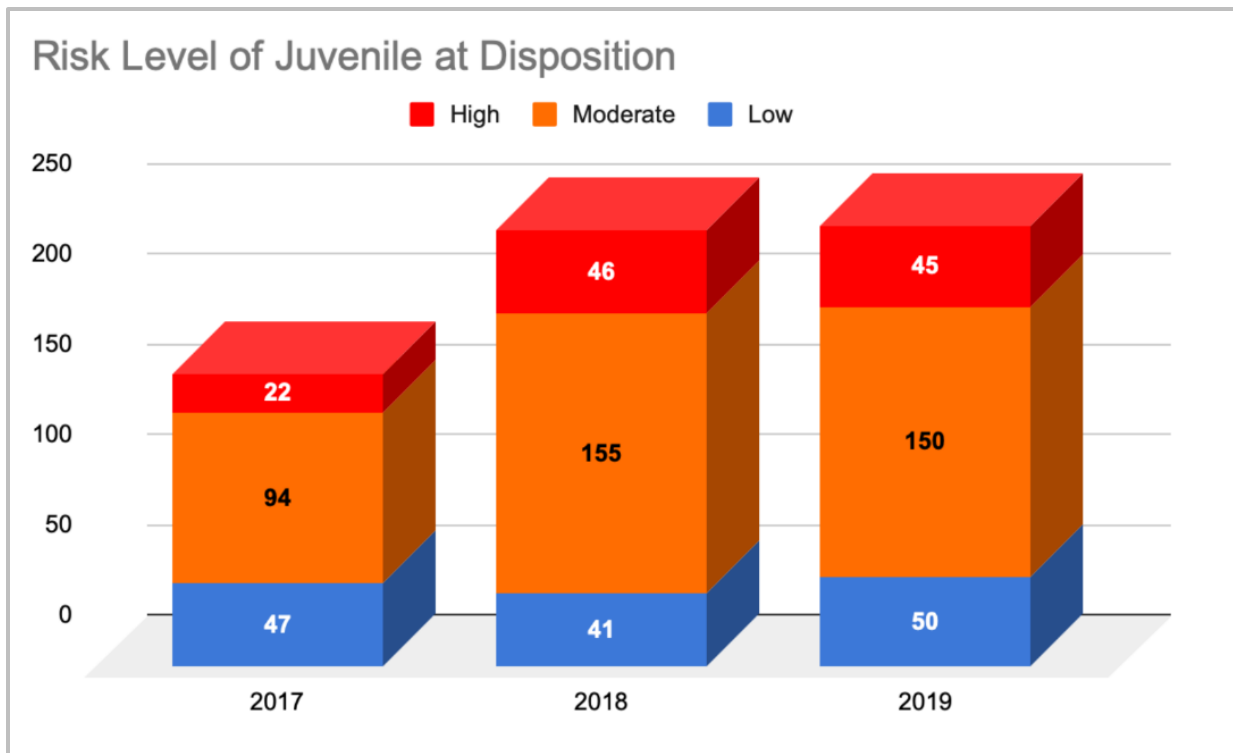
Probation Officers assigned to Community Case Management (CCM) provide direct supervision and services to juveniles who, at the time of disposition, are ordered to formal probation in the community. The probation department works diligently to ensure a smooth transition of the juvenile and his/her case from the Intake Probation Officer to the CCM Probation Officer. The CCM Probation Officer meets regularly with the juvenile and family, based on the juvenile's specific risk level and criminogenic needs, which are measured using the Indiana Youth Assessment System (IYAS) Disposition Tool, as well as the Structured Assessment of Violence Risk in Youth (SAVRY). High risk juveniles are required to meet with their assigned CCM Probation Officer a minimum of once each week, while moderate risk juveniles meet bi-weekly.

CCM Probation Officers have specialized training in evidence-based principles and practices relevant to the supervision of juveniles in the community. CCM Probation Officers are devoted to teaching and affirming prosocial life skills and positive decision making abilities with the population that they supervise using cognitive-behavioral strategies. In addition to teaching new skills, CCM Probation Officers also work to ensure each individual juvenile's compliance with attendance at school, academic performance, treatment progress, and any additional goals determined necessary by the court as a condition of probation (i.e. payment of restitution, community service hours, etc.).



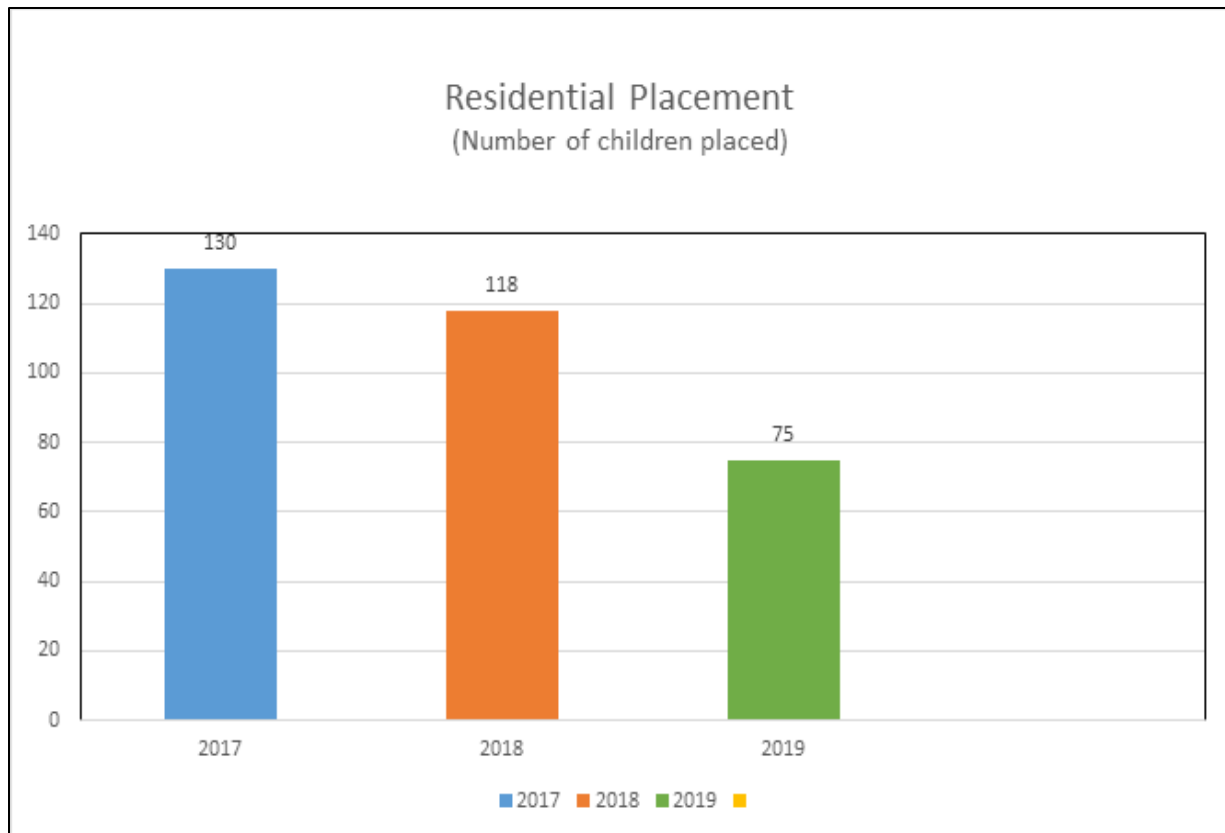
Two assessments are completed on a juvenile prior to disposition of their case. The first is the SAVRY which is used to ascertain the future risk of violence in youth. The SAVRY is a comprehensive assessment and composed of 24 risk items drawn from existing research on adolescent development and on violence and aggression, and is designed to assist professional evaluators in assessing and making judgements about a juvenile’s risk for violence.

The second assessment completed prior to the disposition of a case, which assesses a juvenile’s overall risk to reoffend, is the Indiana Youth Assessment System (IYAS) Disposition Tool, which was developed by the University of Cincinnati to be used with post-adjudication (pre-disposition) juveniles. The instrument is administered by a trained and certified Probation Officer through a structured interview with the child and family, file review, and a self-report questionnaire. It consists of 32 items across seven domains (Juvenile Justice History, Family and Living Arrangements, Peers and Social Support Network, Education and Employment, Pro-social Skills, Substance Abuse Mental Health and Personality, and Values Beliefs and Attitudes). Each item is scored using specific criteria. The final score is a summed product of each of the individual items creating a range from 0 to 33 (Indianan Youth Assessment System, 2014). Studies have shown that on average 16-20% of juveniles assessed to be low risk, 34-43% of juveniles assessed to be moderate risk, and 60-61% of juveniles assessed to be high risk (using the IYAS), will fail *unless* services and supervision are provided to reduce risk. The chart below, illustrates the post-disposition population that is served by the St. Joseph County Probate Court.



Improved Residential Placement Oversight

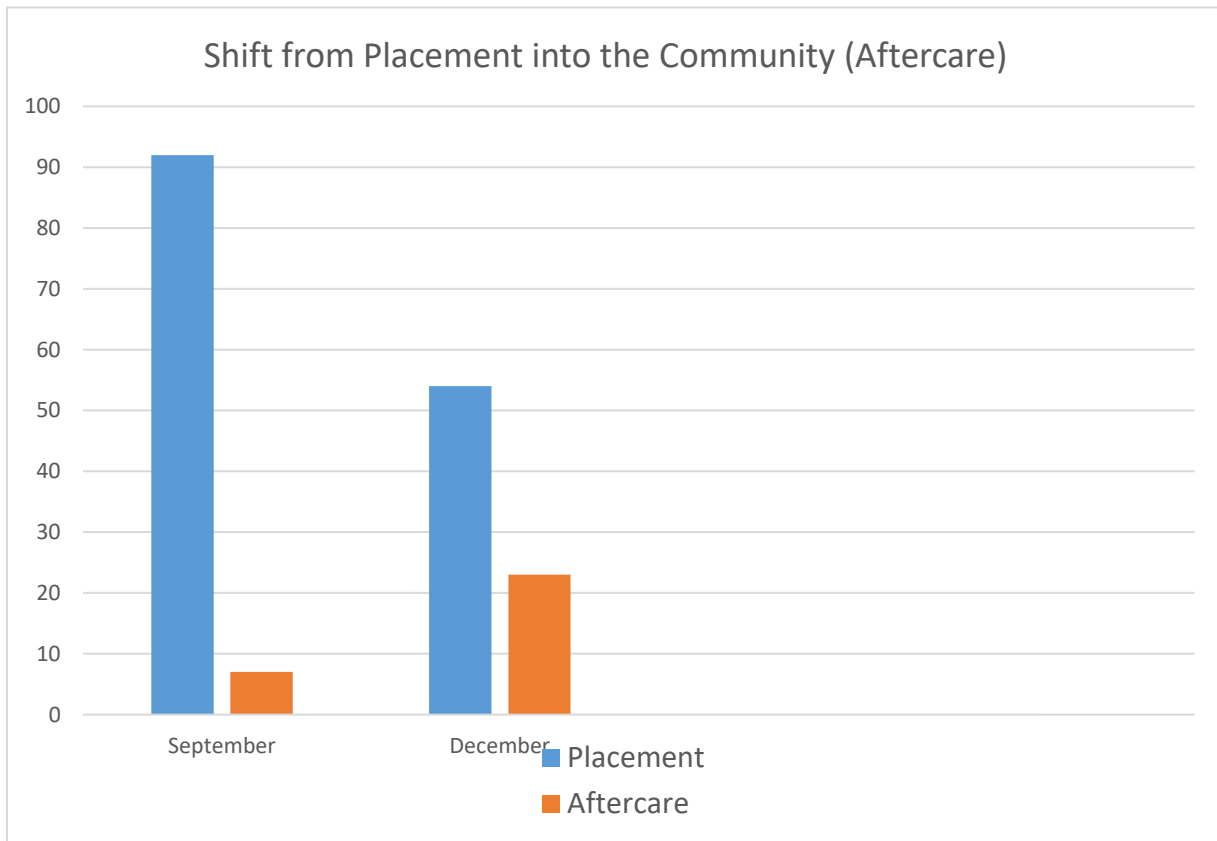
The Residential Placement Probation Officers monitor and supervise juveniles who are ordered to residential placement. This team works closely with residential placement providers across Indiana to make sure each child is safe and being given services and treatment to meet their individual needs. This team coordinates with each placement facility to develop a treatment plan individualized for each child and family. The Placement Team also works with parents, guardians and families to ensure each is participating in their child's treatment. All parents of children in placement are drug tested randomly. Upon successful discharge from residential placement, most juveniles remain on probation during an aftercare period to help ensure a smooth transition period back into the community.



Facility Audits

The Department began conducting yearly audits of each provider which is memorialized in an extensive report card. This ensures that providers are held to a high standard of care and that we are only utilizing placements that uphold this high standard. These efforts will continue in 2020.

In 2019, the placement team transitioned into new administration with all new staff. We took a hard look at the number of children in placement, and became more intentional about which children were placed out of the home, as well as what placement facility best fits their needs.



Juvenile Community Corrections

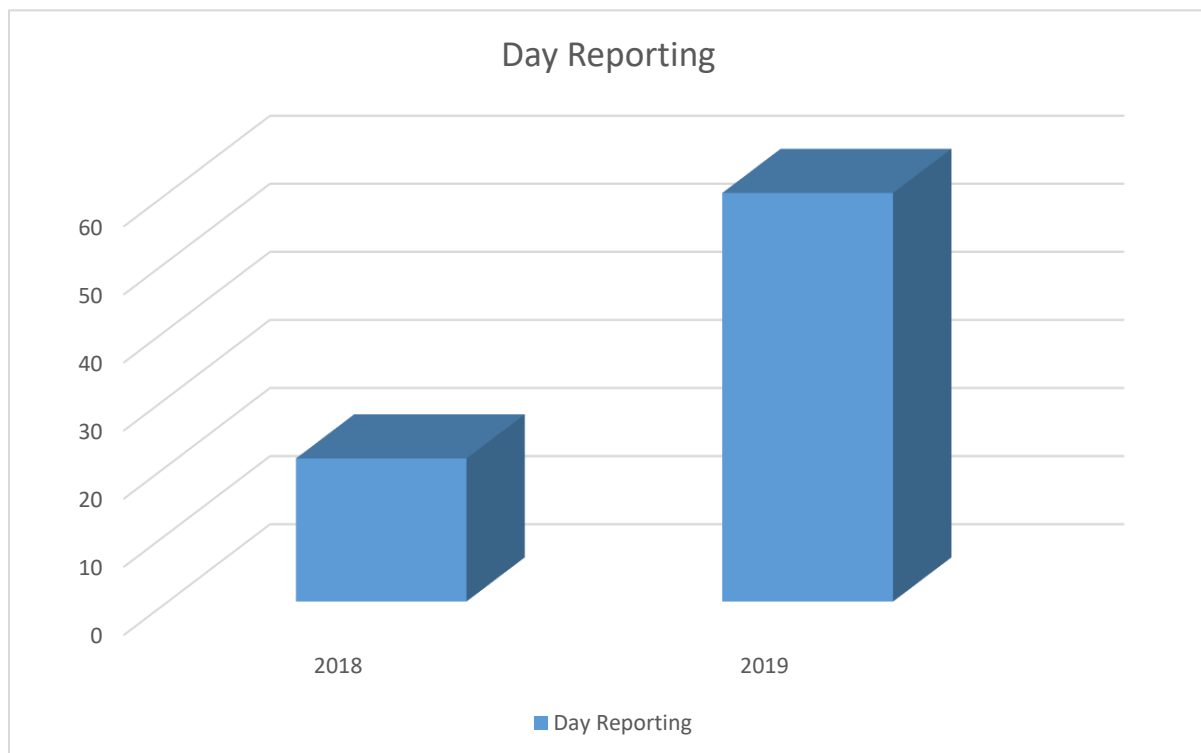
The St. Joseph Juvenile Community Corrections Program consists of four different components. The first component is the Day Reporting Program which is designed to serve moderate to high risk juvenile offenders. The second component is the Community Transition Program (CTP). The juvenile offenders placed in CTP are returning home from the Department of Correction (IDOC). The third component is Gradpoint which is a computer-based credit recovery educational platform. The fourth component is Home Detention and consists of electronic monitoring through Global Positioning System (GPS) and Trust House Arrest (THA).

Improved Services in Day Reporting

The Day Reporting Program underwent changes due to the increase in referrals. The following improvements were made in 2019.

- On-site Mental Health Practitioners.
- Weekend Engagement on Friday nights and Saturday afternoons.
- Increased referrals from 21 in 2018 to 60 in 2019.
- Improved services through additional cognitive-behavioral groups, changes in Day Reporting's level system, and additional involvement in community activities. The on-site school was expanded to accommodate more juveniles by adding an additional time slot.

The graph below shows the number of referrals made to Day Reporting in 2018 and 2019.



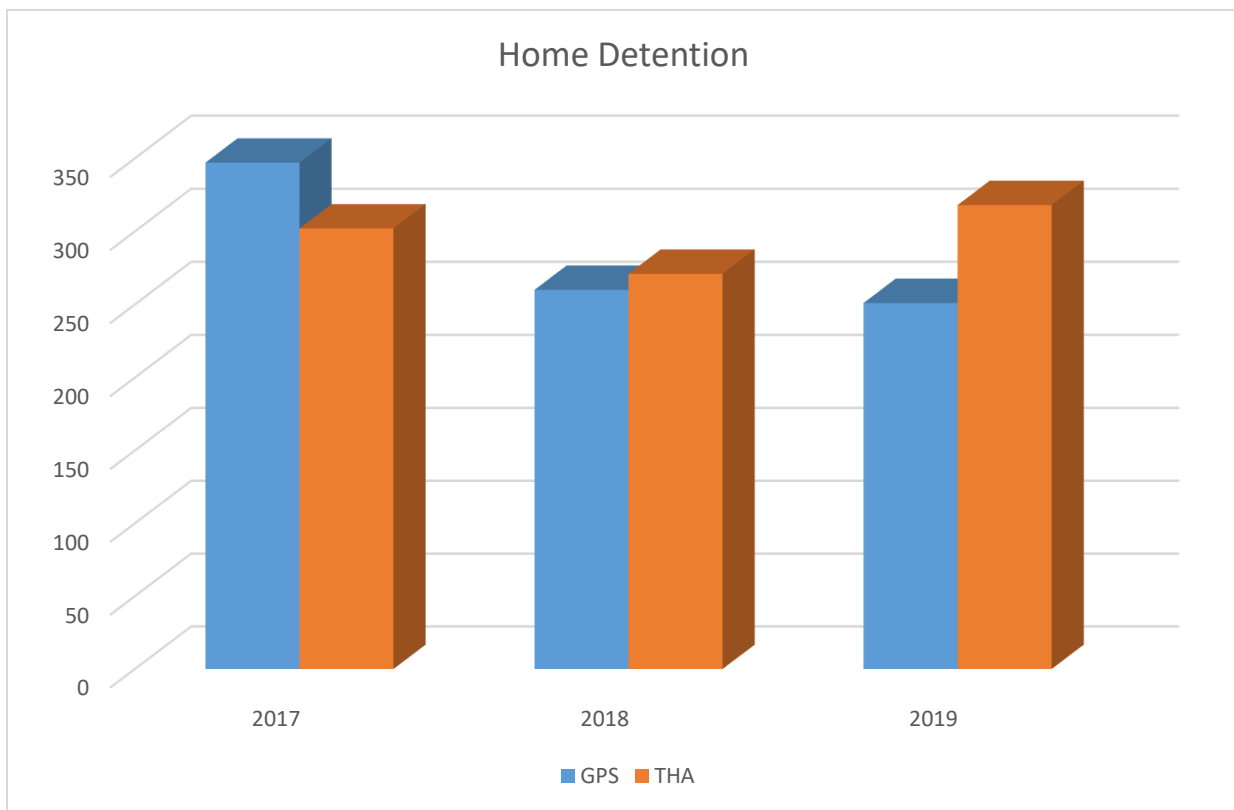
Community Transition Program

The Community Transition Program is designed for juveniles returning home from the Indiana Department of Corrections. The program offers extra support to the juvenile and parent to ensure a smooth transition from IDOC back into the community. Services are initiated 45-60 days prior to the juvenile being released from IDOC. The program serviced 18 juvenile offenders in 2019.

Home Detention Highlights of 2019

Improvements were made in the Home Detention program by implementing incentive based programming, and adding a different GPS vendor that offered a more efficient monitoring system at a lower cost.

The graph below shows the number of youth on Home Detention for Fiscal Years, 2017, 2018 and 2019.



Commitments to the Indiana Department of Correction

Commitments to the Indiana Department of Correction increased from 42 commitments in 2017 to 45 commitments in 2018. In 2019 there were 63 commitments to IDOC.

DETENTION

The Detention department at the St. Joseph County Juvenile Justice Center underwent numerous changes in 2019. Annual goals focused on being in full compliance with Indiana Department of Correction standards, increasing staffing ratios within detention, increase staff training, revision of department policies and procedures to comply with Indiana laws and codes, and a reduction in the use of room restriction and the use OC pepper spray.

The mission, “The Detention department and employees are dedicated to offering residents educational opportunities and providing safe shelter through professional supervision” is being accomplished every day. Professional supervision does not just mean “watching” our residents, it means being interactive and proactive through all of our interactions. The end result of those interactions is better behavior from our residents, which is evident with the changes that have been implemented during this year.

The Juvenile Justice Center’s Detention Department is required to perform an audit with the Indiana Department of Correction on an annual basis. IDOC audits facilities on 301 different standards, 42 of which are mandatory. In order to achieve a “full compliance” score, all mandatory standards must be passed, along with at least 90% of the 259 remaining standards. The Juvenile Justice Center scored 100% on all mandatory standards and 93% for the recommended standards, resulting in full compliance. The introduction of a Quality Assurance position within the department will ensure that future scores only improve.

The amount and content of training exceeded goals that were outlined at the beginning of the year. An employee of the department went through 94 hours of training that included assessing vulnerability of residents that are detained, de-escalation and safe physical handling of residents, and trauma informed care. Total training hours for the department resulted in approximately 4,324 hours of classroom and skills training. A major piece of training that was introduced was the implementation of Protocols Against Child Endangerment (PACE) under the federal guidelines of the Prison Rape Elimination Act (PREA). This ensures that every person who comes into contact with our residents has underwent a background check with the Department of Child Services.

2019 brought 457 residents through our facility with an average daily population of 28. The average length of stay for those residents was 23 days, the total number of releases for the year was 461.

In compliance with Indiana laws and codes, the department began keeping track of uses of resident room restriction down to the minute. Room restriction is only used when a resident is an active threat to the safety of others. In June, when record keeping began, there were 33 uses of room restriction. In November and December, there have been seven and two, respectively. There has been an 88% reduction in the amount of times a resident was placed in their room due to the safety of others. Correlating with the reduction in uses of room restriction, there has also been a sharp decline in the use of OC pepper spray. This is a direct result of the implementation of our annual goals, training content, and the professional, proactive supervision of detention staff.

MENTAL HEALTH & SOCIAL SERVICES

The Mental Health & Social Services Department is part of the coordinated team effort dedicated to protecting the community and helping children and adolescents detained at the Juvenile Justice Center. Staff accomplishes this by screening for mental health concerns, providing mental health assistance to children and adolescents in detention, advising the Court of relevant information, and collaborating with detention staff, the probation department, outside agencies, and families. This collaborative effort improves the overall services provided to the children and adolescents, as well as reduces the stress of being in detention.

The 2019 goals for the Mental Health & Social Services Department were improving and increasing the amount of information obtained during the Biopsychosocial History Intake process, improving the Suicide Precaution policy and procedure by adding Suicide Watch Levels and additional assessments and documentation, and implementing a reintegration process for behavioral issues, which may include the use of a behavior chain or a problem resolution process. All three of these goals were met and have improved the quality of services and interventions utilized with residents in detention.

The Mental Health & Social Services Department spent nearly 700 hours completing intakes and nearly 1400 hours interacting with children and adolescents in detention in individual sessions. The Mental Health & Social Services Department also completed nearly 150 Suicide Risk Assessments on residents who met the criteria for being placed on a Suicide Watch Level, based on information provided by the resident, parent or probation department. These residents were reassessed on a consistent basis to ensure safety and support during detention. The Mental Health & Social Services Department has also begun completing Substance Use Evaluations for residents in detention, when ordered by the court.

The Mental Health & Social Services Department has facilitated Skillstreaming groups for the Special Needs Unit, in order to teach social skills and facilitate discussion regarding appropriate social skills, in hopes of improving residents' interactions in all settings. Other groups, including a processing group for the female residents, have also been offered to residents in detention.

The Mental Health & Social Services Department has maintained relationships with outside agencies, including the YWCA North Central Indiana, the Saint Joseph County Health Department, the Saint Joseph County Public Library, the Saint Joseph County Parks Department, Notre Dame, Saint Mary's, Holy Cross, and many religious organizations in order to ensure quality programming, education, and services provided while children and adolescents are in detention.

Training Department

The Training Department is dedicated to cultivating a culture of positivity and teamwork. The program is designed to be flexible, innovative, and provide feedback in order to expand and meet the needs of those we serve. St. Joseph County has entrusted their communities most vulnerable youth to the Juvenile Justice Center. Here, youth are held to structured expectations, learn social skills, and adhere to the four core values of Respect, Responsibility, Tolerance, and Acceptance. Training has provided JJC employees the knowledge, skill, and confidence to maintain a safe, secure environment for our youth.

As of April 2019, the Juvenile Justice Detention Center has adopted the Safe Crisis Management (SCM) curriculum. The SCM model provides training and support in the use of positive interventions and commitment to an individual's safety and overall emergency safety intervention reduction. SCM is congruent with Federal and State statutes and regulations; and the emergency safety physical interventions have been deemed safe by five different medical reviews.

In 2019, the Juvenile Justice Center integrated the Prison Rape Elimination Act (PREA) standards into the Juvenile Justice Center's Protocols Against Child Endangerment (PACE). From the beginning staff, volunteers, and contractors have received continuous training based on the Department of Justice Standards. The Executive Director has taken on the role of PACE/PREA Coordinator and has designated a PACE/PREA Site Manager, and PACE/PREA Investigators.

In order to be compliant with Indiana Department of Correction (IDOC) and Prison Rape Elimination Act (PREA) standards, the Detention Department has incorporated the Vulnerability Risk Assessment Instrument and Classification Matrix. The Training Coordinator tasked the Detention Control Officers with classifying residents based on their history of aggression and sexual vulnerability. During the intake process Control Officers screen residents for potential risks and vulnerabilities before they can join the general population. The tasks have been successfully implemented into everyday intake operations and procedures producing a safer environment for our residents.

The Detention Department has recently reintroduced the Value Based Behavior Management (VBBM) program. The purpose of VBBM is to create a culture of well behaved, responsible residents through an incentive based program. The Snack Shack as it has been named is a "token economy" which allows the residents to earn items from the Snack Shack consisting of desired treats such as: cookies, chips, and candies that residents may order by earning additional banked points. Residents must "go above-and-beyond", by regularly demonstrating the four core values, volunteering, and participating in programming. The Snack Shack encourages residents to earn and maintain points on a level system, granting them access to the Snack Shack. The design of the Snack Shack was not only to encourage resident's positive behaviors, but to teach them skills in budgeting and accountability. Shortly after the Snack Shack was introduced there was a noticeable reduction in the number of behavior incident reports.

As outlined, the Training Department has been designed to provide 120 hours of training for newly hired employees within their first year and 40 hours of in-service training each year thereafter. The Coordinator of Training and Education has is developing a program to creating interactive, fun, yet challenging training exercises. The Training Coordinator reaches out and utilizes the knowledge and skills from her employees to stay ahead of the curve. The Training Coordinator is dedicated to provide clear directions and motivation through challenging times and through this method will be able to exceed and well surpass the minimum 40 hour training requirement. A summary of the approximate training hours and descriptions per Officer are as follows:

Training Topic	Approximate Hours
New Hire Orientation: Classroom	40 hours
New Hire Orientation: Observation	40 hours
Safe Crisis Management: Certification	24 hours
Safe Crisis Management: Recertification	12 hours
Vulnerability Risk Assessment Instrument	24 hours combined amongst Control Officers
Classification Matrix	48 hours combined amongst Control Officers
Detention Shift Briefing Training	60 hours
PREA/ PACE	24 hours
Teamwork Scenario Training	2 hours
Communication Scenario Training	2 hours
Universal Precautions Scenario Training	2 hours
Emergency Procedures Scenario Training	2 hours
Use of Force Scenario Training	2 hours
Trauma Informed Care	4 hours
Suicide Precautions and Interventions	4 hours

Security

The Security Department provides security for the five courtrooms and entrances to the facility. The other responsibilities of the security department is the transportation of the juveniles to Placement, Medical appointments, Therapy appointments and placed at the Department of Corrections.

Below is a breakdown for the transportation that were accomplished this year.

219 Juveniles were transported

Trips:

Department of Correction	63 (plus 3 juveniles were transported from the County Jail)
Evaluation DOC	13
Placements In-State	10
Pick-up In-State Placement	18
Out of State Placement	07
Out of State Pick-ups	06
All Medical	59
All Other transports*	40

*include transports to and from Safe Station pick-ups and drop-offs at the County Jail and pick-ups from out-of-county detention centers.

CASA Program

Accomplishments During 2019

- The Court Appointed Special Advocate (CASA) Program of St. Joseph County served a record number of children in 2019. The program successfully advocated for 560 children, who were adjudicated Children In Need of Services in St. Joseph County.
- We supervised 140 active volunteers during the year.
- Our volunteers donated approximately 33,600 hours advocating for children in care.
- We successfully completed four pre-service trainings and swore in 36 new Court Appointed Special Advocates.
- In 2019, the program employed six full time county funded positions with benefits, five grant funded positions with benefits, and four part time stipend contractual employees.
- The program continued to benefit from formal relationships with Indiana University at South Bend and St. Mary's College for interns.
- The program received a Public Relations grant from the Indiana State Office of GAL/CASA for \$11,000 for advertising to raise awareness of CASA in the community and the need for volunteers. We contracted with WNDU, WSBT, and Burkhart Advertising to promote the program. The program was also highlighted several times in the South Bend Tribune.
- The CASA Newsletter was distributed to over 700 people in the community, each quarter.

- The CASA Recruiter/Trainer and/or Executive Director, attended information tables and spoke to over 15 local organizations about the CASA mission and need for Court Appointed Special Advocates in St. Joseph County.
- The program held a volunteer recognition event at St. Patrick's Park in June, where volunteers and their guests enjoyed food, music, and outdoor activities. Four appreciation/recognition events were held during the year.
- The program offered in-service training to all staff and volunteers on trauma in youth and self-care. We also referred volunteers to numerous relevant trainings in the community conducted by Oaklawn, Indiana Youth Institute, etc., to assist volunteers in obtaining their required 12 hours of continuing education each year.
- In April, the program was a recipient of the Notre Dame Holy Half Marathon and funds were used to hire part time contractual staff to serve as advocates for children. We also promoted the program during the event with an informational table.
- CASA staff and volunteers participated in Four Winds Field "Safe at Home Night" in May, in collaboration with Prevent Child Abuse St. Joseph County and the St. Joseph County Department of Child Services, to bring awareness to child abuse prevention during National Child Abuse Prevention Month.
- During May and June, CASA staff and volunteers participated in Old2Gold at the University of Notre Dame to raise funds for the program.
- The program continued our relationship with McKinnies Realty and Jonathon McKinnies, who supported the program by holding a cookout on National Hot Dog Day at the Edison Lakes Business area. All proceeds benefited CASA.
- CASA staff and volunteers participated in U93's Roofsit during the week of June 17, 2019. We assisted in supporting the event by working the phone bank, attending Trivia Night, a Vigil for children lost to child abuse fatalities, promoting the program on air during the week, etc. We not only raised funds for the program, but also raised awareness of the need for advocates in the community.
- In October, the program was awarded a Victims of Crime Act (VOCA) Grant, adding three staff members to our team.
- The program received a Pilot Grant from the Indiana State Office of GAL/CASA, enabling us to add a staff person to assess children on the waitlist utilizing a triage assessment, with the goal of reducing our waitlist.
- With the support of the Probate Court, Judge Jason Cichowicz, and Magistrate Ashley Colborn, National Adoption Day was held at the JJC on November 22, and 19 children were adopted into their forever home. The CASA Program coordinated and facilitated the event with funds provided by a donor. The event included food, foster care support agencies, and a photographer. In addition, crafts from Pigeon and the Hen Pottery were available for all adoptive children to create.
- We conducted a successful Holiday Toy Drive for foster care children in St. Joseph County in November and December. A Wrap Party for volunteers, which was also an appreciation/retention event, was held to celebrate the season and the Toy Drive. Volunteers had the opportunity to wrap gifts for their CASA children, have dinner, and socialize. The program worked in collaboration with numerous entities in the county, including Heritage Square Businesses, Martell Electric, Crowe

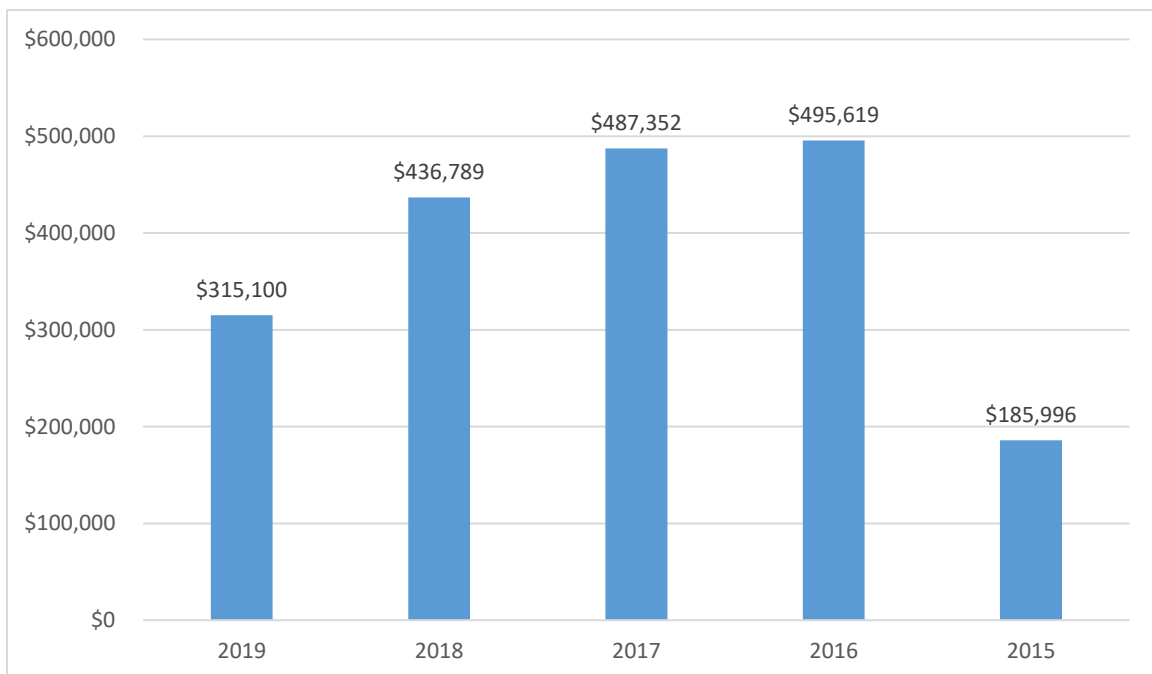
Horwath, Lippert Components, Queen of Peace Church, Brain Lair, and various individuals, for donations.

- The program received additional staff, space, and financial resources during the year to continuing addressing the waitlist. The program will hire three new staff in the New Year with additional county funds for 2020.

Financial Department

Fees Collected:	2019	2018	2017	2016	2015
Administrative Fee	12,847	15,525	18,476	18,321	21,956
Probation User Fees	35,810	37,449	37,630	51,003	60,080
Day Reporting & EMP Fees	10,080	16,788	19,125	16,809	16,238
Restitution	18,427	17,151	12,040	11,899	17,914
Drug Testing Services	16,766	13,847	15,392	26,875	26,234
Real Services	2,300	1,775	1,275	0	0
Walk-Ins	325	600	450	0	0
Out of County Holds	91,368	162,942	255,360	262,401	8,460
Medical Charges	680	880	0	0	0
Federal Holds	15,792	49,632	6,909	0	0
JJC/Detention Stays	80	0	200	212	1,587
InstitutnlPlcmt/Prgm Reimbrsmt	0	0	120	599	27,316
IDOC Plcmt Reimbrsmts	0	0	0	0	6,211
Interstate Compact Fees	625	125	375	0	0
Intrastate Compact Fees	0	75	0	0	0
Rental Income/R.O.P	110,000	120,000	120,000	107,500	0
Totals	\$315,100	\$436,789	\$487,352	\$495,619	\$ 185,996

Significant changes from 2018 to 2019 is mainly less out of County and Federal holds.



Notes:

--\$107,840 in JJC Detention and Out of County per diems were collected and reimbursed to St. Joseph County.

--Drug Testing fees are deposited into a fee-supported fund used solely to purchase the supplies used for these services. \$19,391 was collected and \$30,422 was spent to purchase drug testing supplies in 2019.

--\$10,080 in Day Reporting and Electronic Monitoring Fees was collected as "Project Income" to supplement funding for the operation of these programs. The Day Reporting and Electronic Monitoring Programs are currently funded by grant funds awarded by the IDOC. The grant remains at \$278,771 annually.

--Probation User Fees (PUF) are collected and used to supplement St. Joseph Probate Court Probation Department programs and services

Miscellaneous Revenue:

Institutional/School Food Reimbursement

In 2019, a total of \$95,598.30 was received in federal reimbursement through the Indiana Department of Education (as a pass-through agency) and deposited into the County General Fund.

ATM, vending machine, restitution reimbursement, out of county detainee medical reimbursement, detainee payphone revenue and tenant meal reimbursement is also deposited as revenue into the County General Fund. These revenues totaled \$27,475.14 in 2019.

In 2019 the Finance department conducted an inventory of all County assets in the building and their specific location. We have started the task of organizing and archiving all records in the facility. We worked on improving the collection of fees in the most efficient manner and this project continues. The department also headed up the beautification of the building project which included at least 30 staff members working very hard to improve the landscaping and all around appearance of the building. They did an outstanding job, the project was a huge success and all their hard work was greatly appreciated.