

PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY

Applicant Hereby Applies to the PCCD for Financial Support for the Within-Described Project:

PCCD USE ONLY

<u>Receipt Date</u>	<u>Award Date</u>	<u>Subgrant Number(s)</u>
		-- 18967-3

1. Type of Funds for which you are applying.	Byrne Justice Assistance Grant Program (Fed. 16.738 JAG)		
2. Applicant	Name Of Applicant: Lackawanna County Commissioners		
	Federal I.D.: 24-6000729	County: Lackawanna	
	Street Address Line 1: 200 Adams Ave		
	Address Line 2: County Administration Building		Address Line 3:
	City: Scranton	State: PA	Zip: 18503-1607
3. Recipient Agencies	Lackawanna County Commissioners		
4. Project Director	Name: Mr. Ronald C. Mackay		Title: District Court Administrator Agency: Lackawanna County
	Street Address Line 1: 200 North Washington Avenue		
	Address Line 2: Courthouse, 1st Floor		Address Line 3:
	City: Scranton		State: PA Zip: 18503
	Phone: 570-963-6773 x7125	Fax: 570-963-6477 x963	Email: mackayr@lackawannacounty.org
5. Financial Officer	Name: Mr. Steve Barcoski		Title: Budget Director Agency: Lackawanna County
	Street Address Line 1: 200 Adams Avenue		
	Address Line 2:		Address Line 3:
	City: Scranton		State: PA Zip: 18503
	Phone: 570-963-6822	Fax: 570-963-6473	Email: barcoskis@lackawannacounty.org
6. Contact	Name: Ms. Colleen M. Phillips		Title: Mental Health Court Coordinator Agency: Lackawanna County Mental Health Court
	Street Address Line 1: PO Box 126		
	Address Line 2:		Address Line 3:
	City: Scranton		State: PA Zip: 18501-0126
	Phone: 570-963-6711 x7127	Fax: 570-496-1737 xnone	Email: phillipsc@lackawannacounty.org
7. Brief Summary of Project (Do Not Exceed Space Provided)	Short Title (May not exceed 50 characters) Lackawanna County CJAB Mental Health Initiative		
	The 45th Judicial District, in cooperation with the Lackawanna/Susquehanna Counties MH/MR Program and the Lacka. Cty Depart. of Human Services, seeks funding to fully operationalize the Mental Health Court to assure that mentally ill offenders entering our criminal justice system receive treatment immediately.		

8. Subgrant Budget TOTAL BUDGET BY CATEGORY

BUDGET CATEGORY	AMOUNT
PERSONNEL	53,000.00
EMPLOYEE BENEFITS	9,500.00
TRAVEL (INCLUDING TRAINING)	8,535.00
EQUIPMENT	0.00
SUPPLIES & OPERATING EXPENSES	400.00
CONSULTANTS	500.00
CONSTRUCTION	0.00
OTHER	13,065.00
TOTAL	85,000.00

9. TOTAL BUDGET BY FUND SOURCE

FUND SOURCE	AMOUNT	PERCENT
FEDERAL	21,250.00	25%
STATE	0.00	
PROJECT INCOME	0.00	
INTEREST	0.00	
STATE MATCH	0.00	
CASH MATCH (NEW APPROP.)	63,750.00	75%
IN-STATE MATCH	0.00	
PROJECT INCOME MATCH	0.00	
TOTAL	85,000.00	100%

10. Project Start Date: 07/01/2010 **Project End Date:** 06/30/2011

10. IN WITNESS WHEREOF, the Applicant has caused this subgrant application to be executed, attested, and sealed by its proper officials, pursuant to legal action authorizing the same to be done. Through the submission of this subgrant application, an Applicant receiving PCCD funding support under the Drug Control and System Improvement (DCSI), Juvenile Justice and Delinquency Prevention (JJDP) or Title V program acknowledges the responsibility to assume project costs after PCCD funding support ceases.

DATE

Lackawanna County Commissioners
NAME OF APPLICANT AGENCY

SIGNATURE OF ATTESTING OFFICER
Chief of Staff

TITLE OF ATTESTING OFFICER

By: _____
Title: *Commissioner*

By: _____
Title: *Commissioner*

By: _____
Title: *Commissioner*

(SEAL)

APPROVED AS TO FORM AND LEGALITY:

NOTE: The original copy must be signed in ink.
Titles of all signatories must be inserted.

SOLICITOR

APPROVED:

DISTRICT ATTORNEY
(VS applications only)

CONTROLLER

FOR PCCD USE ONLY

We certify that this application is approved and that a grant award has been received to pay the herein stated amount during the _____ fiscal year.

EXECUTIVE DIRECTOR, PCCD

DATE

COMPTROLLER, CENTRAL SERVICES

DATE

Approved as to form and legality:

COUNSEL TO PCCD

DATE

35-K-171
OFFICE OF GENERAL COUNSEL

DATE

35-K-171
DEPUTY ATTORNEY GENERAL

DATE

12. BUDGET DETAILS:

A. MASTER BUDGETS:

BY RECIPIENT AGENCY	YEAR 3	TOTAL
Lackawanna County Commissione	85,000.00	85,000.00
Total:	85,000.00	85,000.00

Applicant Agency: Lackawanna County Commissioners

BY CATEGORY	YEAR 3	Total
PERSONNEL	53,000.00	53,000.00
EMPLOYEE BENEFITS	9,500.00	9,500.00
TRAVEL (INCLUDING TRAINING)	8,535.00	8,535.00
EQUIPMENT	0.00	0.00
SUPPLIES & OPERATING EXPENSES	400.00	400.00
CONSULTANTS	500.00	500.00
CONSTRUCTION	0.00	0.00
OTHER	13,065.00	13,065.00
Total:	85,000.00	85,000.00

BY SOURCE	YEAR 3	Total
FEDERAL	21,250.00	21,250.00
STATE	0.00	0.00
PROJECT INCOME	0.00	0.00
INTEREST	0.00	0.00
STATE MATCH	0.00	0.00
CASH MATCH (NEW APPROP.)	63,750.00	63,750.00
REVENUE MATCH	0.00	0.00
PROJECT INCOME MATCH	0.00	0.00
Total:	85,000.00	85,000.00

12. **BUDGET DETAILS:**

A. MASTER BUDGETS

Line Item Details for Lackawanna County Commissioners

YEAR 3

PERSONNEL

COST

Name:
 Position: Doctoral Psychology Intern
 Computation: \$25.00/hourly x 9 hours weekly x 50 weeks 11,250.00

Name:
 Position: Supervisor of Doctoral Intern (Marywood Univeristy Professor)
 Computation: \$25.00/hourly x 3 hours weekly x 50 weeks 3,750.00

Name:
 Position: Lackawanna County Mental Health Court Coordinator
 Computation: Full-time position 38,000.00

Personnel Year 3 Total: 53,000.00

EMPLOYEE BENEFITS

COST

Name:
 Position: Employee benefits for Mental Health Court Coordinator
 Computation: @ 25% of salary 9,500.00

Employee Benefits Year 3 Total: 9,500.00

12. BUDGET DETAILS:**A. MASTER BUDGETS**

Line Item Details for Lackawanna County Commissioners

TRAVEL (INCLUDING TRAINING)**COST**

Item:	Per Diem	
Location:	Erie and Pittsburgh	
Purpose of Travel:	Consultation with Operational Mental Health Courts in PA	
Computation:		0.00
Item:	Airfare	
Location:	Erie and Pittsburgh	
Purpose of Travel:	Consultation with Operational Mental Health Courts in PA	
Computation:		0.00
Item:	Mileage	
Location:	Harrisburg	
Purpose of Travel:	Symposia/Conferences	
Computation:		0.00
Item:	Colts Bus Passes	
Location:	Lackawanna County	
Purpose of Travel:	Client Transportation	
Computation:		0.00
Item:	lodging	
Location:	Erie and Pittsburgh	
Purpose of Travel:	Consultation with operational mental health courts in PA	
Computation:		0.00
Item:	Mileage	
Location:	Lackawanna County	
Purpose of Travel:	Program Orientation/Developmental meetings	
Computation:		0.00
Item:	Airfare	
Location:	TBA	
Purpose of Travel:	BJA assistance training/National Conference	
Computation:		0.00
Item:	TBA	
Location:	TBA	
Purpose of Travel:	Intercept I Training	
Computation:		0.00
Item:	Per Diem	
Location:	TBA	
Purpose of Travel:	BJA Assistance training/National Conference	
Computation:		0.00
Item:	TBA	
Location:	TBA	
Purpose of Travel:	Mental Health Training	
Computation:		0.00

12. BUDGET DETAILS:

A. MASTER BUDGETS

Line Item Details for Lackawanna County Commissioners

Item:	Lodging	
Location:	TBA	
Purpose of Travel:	BJA training Assistance/National Conference	
Computation:		0.00
Item:	food	
Location:	TBA	
Purpose of Travel:	Per Diem NADCP Conference	
Computation:	\$39/day x 5 days x 3 staff	585.00
Item:	Hotel	
Location:	TBA	
Purpose of Travel:	Lodging NADCP Conference	
Computation:	\$200/night x 5 nights x 3 staff	3,000.00
Item:	Airfare	
Location:	TBA	
Purpose of Travel:	Airfare NADCP Conference	
Computation:	\$500/airfare x 3 staff	1,500.00
Item:	Conference Registration	
Location:	TBA	
Purpose of Travel:	Registration NADCP Conference	
Computation:	\$650/registration x 3 staff	1,950.00
Item:	Conference Registration	
Location:	TBA	
Purpose of Travel:	Intercept I Training Registration	
Computation:	\$50/registration x 30 law enforcement	1,500.00
Travel (Including Training) Year 3 Total:		8,535.00

EQUIPMENT

COST

Item:		
Quantity:		0.00
Unit Cost:		0.00
Equipment Year 3 Total:		0.00

12. BUDGET DETAILS:

A. MASTER BUDGETS

Line Item Details for Lackawanna County Commissioners

SUPPLIES & OPERATING EXPENSES

COST

Supply Item:	Office Supplies	
Computation:	\$400/year	400.00
Supply Item:	Postage and mailing	
Computation:		0.00
Supply Item:	Office supplies	
Computation:		0.00
Supplies & Operating Expenses Year 3 Total:		400.00

CONSULTANTS - CONSULTANT

COST

Name / Position:	Psychologist	
Service Provided:	Consultant for client reviews and treatment	
Computation:		0.00
Name / Position:	Psychological Assessments	
Service Provided:	For client assessment (Malingering, Coping Response, etc.)	
Computation:		0.00
Name / Position:	Research Consultant	
Service Provided:	Development of Data collection and analysis	
Computation:	\$500.00	500.00
Name / Position:	Emergency Shelter/Rent	
Service Provided:	Housing	
Computation:		0.00
Consultants - Consultant Year 3 Total:		500.00

CONSULTANTS - TRAVEL

COST

Consultant:		
Item:		
Location:		
Computation:		0.00
Consultants - Travel Year 3 Total:		0.00

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12. BUDGET DETAILS:

A. MASTER BUDGETS

Line Item Details for Lackawanna County Commissioners

CONSULTANTS - PRODUCT/SERVICE

COST

Consultant:

Item:

Computation:

0.00

Consultants - Product/Service Year 3 Total:

0.00

12. **BUDGET DETAILS:**

A. MASTER BUDGETS

Line Item Details for Lackawanna County Commissioners

OTHER

		<u>COST</u>
Description:	Desk Chair	
Computation:		0.00
Description:	Client emergency sustenance	
Computation:	\$915/year	915.00
Description:	Desk	
Computation:		0.00
Description:	Line item moved to Contracts	
Computation:		0.00
Description:	Line Item moved to Contracts	
Computation:		0.00
Description:	5% Administrative Fee for Grant Management	
Computation:	%5 of \$85,000	4,250.00
Description:	Client Incentive Rewards	
Computation:		0.00
Description:	Laptop Computer	
Computation:		0.00
Description:	Monochrome Laser Printer	
Computation:		0.00
Description:	Client Emergency Shelter/Rent	
Computation:	\$3,000/year	3,000.00
Description:	Client Transportation	
Computation:	\$400/year	400.00
Description:	Client Employment Assistance	
Computation:	\$4,500/year	4,500.00
Other Year 3 Total:		13,065.00

YEAR 3 TOTAL: 85,000.00

13. SECTIONS:

A. BUDGET NARRATIVE

This must include an explanation and justification of all budget items by category.

RESPONSE:

4. BUDGET NARRATIVE (20 Points)

A. PERSONNEL

Salary for Lackawanna County Mental Health Court Coordinator, with duties including formalizing policies and procedures of the Mental Health Court; interviewing and screening potential participants; collaborating and exchanging information with local service providers; meeting with participants and assisting them with locating services, fulfilling necessities, and satisfying Court-related obligations; attending meetings, trainings, and conferences as well as making presentations and organizing conferences as necessary. \$38,000

Master's prepared doctoral candidate in psychology from Marywood University Graduate Psychology Department, to assist with administering psychology assessments to Mental Health Court candidates prior to their release from Lackawanna County Prison. This will expedite Mental Health Court admission and provide treatment recommendations.

Student intern

\$25/hour x 9 hours/week x 50 weeks \$11,250

Clinical Psychologist with specialization in forensic populations, and Professor at Marywood University, to supervise student intern. This will ensure continual review for quality assessments, while providing the intern with appropriate direction.

Supervisor of student intern

\$25.00/hour x 3 hours/week x 50 weeks \$3,750

Subtotal \$58,000

B. EMPLOYEE BENEFITS

For Lackawanna County Mental Health Court Coordinator

@ 25% of salary \$9,500

Subtotal \$9,500

C. TRAVEL

The travel and training reflected below will allow the Mental Health Court Coordinator and personnel to enhance collaborative efforts with agencies and municipal law enforcement within the county. This is part of the overall effort to train/educate on the Sequential Intercept Model, with special emphasis on Intercept I. Additional travel and training are for Mental Health Court team representatives to enhance their knowledge of mental illness as it relates to the legal system. Expense estimates are based on current experience using federal guidelines.

Per Diem National Association of Drug Court Professionals (NADCP) Conference \$39/day x 5 days x 3 staff \$585

Lodging NADCP Conference

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\$200/night x 5 nights x 3 staff \$3,000

Airfare NADCP Conference
\$500/airfare x 3 staff \$1500

Registration NADCP Conference
\$650/registration x 3 staff \$1,950

Intercept I Training TBD
\$50/registration x 30 law enforcement \$1,500

Subtotal \$8,535

D. EQUIPMENT

Not applicable, no equipment is being purchased with this request.

Subtotal \$00

E. SUPPLIES AND OPERATING EXPENSES

Office supplies to support the work of the Mental Health Court Coordinator and the Mental Health Court team.

Office supplies
\$400/year \$400

Subtotal \$400

F. CONSULTANTS

Research consultant to assist in development of data collection techniques, database for ongoing information collection, and assessment of strengths, weaknesses, and functionality of Mental Health Court.

Research consultant Flat fee \$500

Subtotal \$500

G. CONSTRUCTION

Not applicable No construction is associated with this request.

Subtotal \$00

H. OTHER

During the first several months after their release from prison, Mental Health Court participants typically have a difficult time obtaining basic necessities of daily living, including food, clothing, shelter, and transportation. Often, there is a time lag between their release and the reinstatement of essential services (Medical Assistance, food stamps, etc.). Once program participants are stabilized with their basic necessities of life and with their treatment of mental illness, they may need assistance with seeking employment. Job Coaches from local agencies can assist participants who are able to be employed. Finally, an administrative fee is requested for the department performing grant management. All purchases

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will be made using appropriate purchasing/bidding procedures, taking advantage of the economies of scale and the county's buying power, as applicable.

Client emergency sustenance \$915

Client emergency shelter/rent \$3,000

Client transportation \$400

Client employee assistance \$4,500

5% Administrative fee for grant management

5% of \$85,000 \$4,250

Subtotal \$13,065

BUDGET TOTAL \$85,000

PCCD \$21,250

50% County Match Year #3 \$63,750

Continuation. The commitment of Lackawanna County to continue this program is evidenced in its recent history. Multiple opportunities for collaboration have been and will continue to be sought so that resources are shared and maximized. Examples of successful collaboration to date include the partnership established with the Graduate Psychology Department at Marywood University and the creation of a new subcommittee, the Mental Health and Housing Subcommittee, within the Lackawanna County Housing Coalition/Continuum of Care. The County's commitment to collaboration and creative problem solving will continue to achieve economies without compromising program quality. In addition, it is believed that investment in the Mental Health Court program ultimately will reduce costs not just to the prison, but to the entire system, associated with inappropriate incarceration of mentally ill offenders, as described in the Program Description. This is one of the principal reasons why the Criminal Justice Advisory Board identified a Mental Health Court program as such a significant county need.

13. SECTIONS:

B. PROBLEM DESCRIPTION

This section of the application must define the problem the agency will address through this initiative. Describe the subject or problem and how it affects the criminal justice system and the public and how the solution will improve the situation. Be clear and concise in the description using both quantitative (numbers) and qualitative (facts/research) data highlighting the extent of the problem.

RESPONSE:

1. DESCRIPTION OF THE PROBLEM (20 points)

Far too often an individual with a mental health disorder interfaces with the criminal justice system and is treated as a criminal. The Council of State Governments' Criminal Justice/Mental Health Consensus Project Report, issued in June 2002, points out the incorrect assumption that "...the vast majority of people who are in prison or jail and have a mental illness have committed serious, violent crimes." The report indicates instead that "...a large number of people with mental illness in prison...have been incarcerated because they displayed in public the symptoms of untreated mental illness." Essentially, these individuals have fallen through the cracks. They are inappropriate for the substance abuse treatment courts, which lack the necessary knowledge and services. Admitting such individuals into a substance abuse treatment court without properly treating his/her core mental health issues is simply setting the individual up to fail, particularly in the presence of dual (or co-occurring) diagnoses. In an all too common scenario, the individual pleads guilty, serves his/her sentence, is released, and soon finds him/herself incarcerated again. The cycle repeats itself, and the individual may end up incarcerated in a state prison for years. This experience has been relived over and over again in Lackawanna County, in other counties throughout the Commonwealth and throughout the country.

With the full support of Lackawanna County's Criminal Justice Advisory Board, Lackawanna County Court of Common Pleas and the Lackawanna/Susquehanna Counties Mental Health/Mental Retardation Program seeks funding to permanently operationalize the county's pilot multimodal Mental Health Court, so that individuals who meet the eligibility criteria can receive the necessary assessment and care rather than sitting in prison either without treatment or with minimal treatment. The goal is to increase the individuals' chances of successful reentry and reduce their likelihood of committing further criminal acts, thus preserving precious prison space for those for whom incarceration is necessary. Funding will be used to support the overall program, as well as wraparound services such as transitional housing, sustenance, and transportation needs.

It should be noted that the need for mental health services within Lackawanna County is growing. In fiscal year 2000-2001, Lackawanna/Susquehanna MH/MR served approximately 11,000 individuals. By 2003-2004, that number had increased to approximately 13,000. In 2006-2007, it exceeded 15,000.

Strategic objectives. Lackawanna County's Criminal Justice Advisory Board, which meets the minimum standards set forth by the Pennsylvania Commission on Crime and Delinquency, has long recognized and has been committed to an ongoing strategic need to 1) assure that offenders who need treatment for mental illness receive it as early as possible, 2) maximize the chances for mentally ill individuals who enter the criminal justice system to become productive, law-abiding citizens; 3) minimize, to whatever extent possible, the drain on facilities and resources that results when individuals who need mental health care are inappropriately incarcerated because there is no better way of assuring their own and the public's safety.

Historical basis. Lackawanna County's Drug Treatment Court opened in July 2000. During planning for the Drug Treatment Court program, it was determined that the court would not accept clients with a co-occurring mental health disorder—a stipulation that was not uncommon. In the first year of the Drug Treatment Court program, the most

common reason for denial of program admission was a diagnosed mental health disorder.

As the Lackawanna County Drug Treatment Court grew, however, some dual-diagnosis individuals were accepted, largely to avoid their incarceration. This approach, while pragmatic, lacked the level of coordination among mental health and drug and alcohol providers that would be intrinsic to a comprehensive, diversionary Mental Health Court program.

Without the professional expertise and assessment protocols that a Mental Health Court would provide, identification of clients with co-occurring disorders was sporadic, and often mental health assessments of Drug Treatment Court clients were scheduled only after they had failed to progress in the Drug Treatment Court program, had continually failed to meet program requirements, or had habitually relapsed. The median length of time that a client spent in the Drug Treatment Court program prior to a mental health disorder evaluation was approximately 45 days. Addicted clients presented with co-occurring mood disorders (e.g., major depression, dysthymic disorder, bipolar disorder); anxiety disorders (e.g., social phobia, generalized anxiety disorders, panic disorder); and problems associated with general intellectual functioning, such as learning disorders and/or Attention Deficit Hyperactivity Disorder (ADHD). Post-traumatic Stress Disorder (PTSD) was noted in the majority of female Treatment Court clients and in a small percentage of male Drug Treatment Court clients.

Needs assessment. Acting under the guidance and direction of the Criminal Justice Advisory Board, in 2003 the county and the court, in conjunction with Lackawanna/Susquehanna Counties MH/MR Program, made the strategic decision to address this difficult problem. The Drug Treatment Court undertook a needs assessment for a Mental Health Court or other type of mental health component for co-occurring diagnoses. The assessment found that of the 293 Treatment Court clients, 58% displayed a co-occurring mental health disorder. Bi-polar disorder was the most common Axis I diagnosis; antisocial personality traits were the most common Axis II diagnosis. PTSD was also a common diagnosis. By 2005, a confirmed or provisional diagnosis was determined in 69% of the clients who were assessed.

Currently, the Drug Treatment Court is serving 130 clients. Of those 130 clients, 61% have a mental health diagnosis. Of that 61%, 16% have been diagnosed with depression; 12% with anti-social personality disorders; 8% with ADHD; 8% with bi-polar disorder; 10% with mood disorders; and 5% with PTSD; and small percentages with various other mental health conditions.

Prison resources exceeded. At the end of 2007, the total number of Lackawanna County Prison inmates on psychotropic medication was approximately 250 of 900 inmates, or about 28% of the prison population. Between 80% and 90% of these individuals have dual diagnoses. Lackawanna/ Susquehanna Counties MH/MR Program, through the Scranton Counseling Center, provides a full-time staff member at the Lackawanna County Prison, who with a psychiatrist sees approximately 50 incarcerated individuals weekly for assessment and medication management purposes. It is virtually impossible, however, for a county prison to provide the breadth of treatment and continuity of care that such individuals need—particularly given the challenges that co-occurring disorders present. Too often, such individuals “max out” their sentences, return to the community without the proper follow-up care and supporting resources, and end up back in prison. This “revolving door” cycle of arrest-incarceration-release-rearrest serves neither the needs of the inappropriately criminalized individual nor those of the greater community.

At a time when many county and state prisons are struggling to house those for whom incarceration is necessary and appropriate, this situation strains human and institutional resources at all points along the criminal justice continuum. Inmates with mental health disorders as a group are typically costlier to house than those in the general prison population because of their need for psychotropic medication and psychiatric care. Compliance with rules and regulations may be

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difficult for them to sustain; as a result, they log frequent “misconducts” that result in disciplinary custody. This type of segregation often exacerbates their symptoms, and they may act out even more. The unfortunate result of this cycle is that inmates with mental health issues who receive one or more misconducts are likely to be denied parole. Because inmates who suffer from depression may be assessed as potentially suicidal, they require closer monitoring, putting considerable added stress on staff. While staff have training in these areas, it is not comparable to the training that a mental health professional would have. The objective of a county prison is not to serve as a psychiatric facility, but to protect public safety. Lackawanna County Prison has an administrator in charge of treatment and eight full-time corrections counselors for approximately 900 inmates. The job of these counselors is to provide the prison and the court with information such as parole summaries, recommendations for community-based programs and institutional employment, and referrals to appropriately trained professionals.

13. SECTIONS:**C. PROPOSED APPROACH**

Explain the project in straightforward terms. Document as extensively and as factually as possible the scope of the project and how the project will alleviate the defined problem. The goals should describe the intended consequences or expected overall effect of the proposed project as correlated to the technical portion of the proposal.

RESPONSE:**2. SOUNDNESS OF APPROACH (20 points)**

There is an overarching societal need to de-criminalize mental illness. The Mental Health Court concept seeks to address that need within the context of the court/criminal justice system's larger mission to protect public safety. Pennsylvania's Joint State Government Commission Report of the Advisory Committee on Geriatric and Seriously Ill Inmates, published June 22, 2005, cites a Pennsylvania Department of Corrections estimate that "one in every six individuals in the Commonwealth's correctional system has mental health needs" and endorses the Mental Health Court concept as a strategy for dealing with this issue at the county level.

In November 2006, responding to both the growing population of Lackawanna County Prison inmates receiving treatment for mental health disorders, and the results of an earlier mental health assessment of Drug Treatment Court participants, and the prevalence of co-occurring mental health/substance abuse problems, Lackawanna County launched a limited pilot Mental Health Court program for approximately 20 mentally ill offenders. The county now has operationalized this pilot program into a full-time, permanent, countywide Mental Health Court program, based in the Lackawanna County Criminal Court complex in downtown Scranton. Additionally, in order to utilize available county and community resources to the fullest extent possible, Marywood University's Graduate Psychology Department began running a collaborative internship program with Mental Health Court and Lackawanna County Prison. Interns are doctoral level graduate students in psychology. They will assist with administering psychological assessments to Mental Health Court candidates before their release from Lackawanna County Prison. This will expedite their Mental Health court admission as well as provide treatment recommendations.

The co-applicants propose to work collaboratively internally and externally to identify offenders with mental health disorders at the earliest possible "intercept" on the criminal justice continuum, and to incorporate into the diversionary Mental Health Treatment Court program a battery of critically needed wraparound services essential to proper treatment, such as the provision of basic human needs such as safe, clean housing, sustenance, and transportation. Ever-present is the need to increase the likelihood, wherever possible, of successful community re-entry and to reduce the risk of re-arrest. Thus, the co-applicants have set forth the following program objectives:

- Divert individuals with a mental illness from entering the criminal justice system
- Reduce the number of incarceration days for nonviolent offenders with mental illness.

Target population. The following eligibility criteria have been tested in the pilot and will be employed in the permanent program:

- An offender with a documented diagnosis who is severely and persistently mentally ill, mentally disabled, or dually diagnosed with a mental illness in conjunction with substance abuse; and
- An offender who is motivated to comply with medication and Mental Health Court treatment and behavior requirements; and/or
- An adult male or female currently charged with committing a misdemeanor and/or felony in Lackawanna County; and/or
- An individual violating the conditions of Lackawanna County Adult Probation with at least 12 to 24 months remaining

on probation; and/or

- An individual currently in Lackawanna County awaiting trial.

Ineligible charges include homicide offenses, sexual offenses, and drug trafficking, and/or aggravated assault, arson, and burglary; robbery and charges of a violent nature will be reviewed by the District Attorney on a case-by-case basis.

The pilot program that had been operating laid a solid foundation for a permanent Mental Health Court. During the pilot phase, the Court of Common Pleas, the Lackawanna County Department of Human Services and the Lackawanna/Susquehanna Counties MH/MR Program in collaboration with a variety stakeholder partners have:

- Established a basis for collaboration and communication among the court and its departments, county offices and agencies, and community organizations that work with the mentally ill.
- Identified gaps in service to assure a continuum of services from initial assessment to aftercare.
- Identified inter-agency data-sharing needs in order to develop a plan to address them.
- Developed preliminary evaluation protocols (See Section 3 of this concept paper).
- Provided administrative support.
- Hired a Mental Health Court Coordinator.
- Identified and trained Mental Health Court team members and assigned team/agency roles and responsibilities;
- Developed initial eligibility criteria for identification of the target population (See “Target Population” above).

In addition, the following are underway:

- Identification and implementation of strategies to enhance utilization of available community resources, such as medical care, housing, vocational training/ employment, and family support;
- Identification and development of standards and procedures for internal and external communication.
- Development and execution of any necessary memoranda of understanding.
- Mapping of points of interception along the criminal justice continuum.
- Identification of services needed at intervention points and providers of those services.
- Determination of gaps and where community resources are needed to fill them.
- Determination of data needs and development of a plan for data management and appropriate inter-agency data sharing.
- Development of the permanent Mental Health Court program design, including, but not limited to, criteria/processes for screening, court proceedings and scheduling, and case management.
- Development of program phases, rewards, graduated sanctions, and termination criteria.
- Development of variables and tracking methods to quantify effectiveness of Mental Health Court (See Section 3, “Performance Measures/Impact”).
- Research and development of training protocol on diversionary alternatives for the treatment of persons with mental illness prior to their entrance into the criminal justice system.
- Provision of training and education for the Mental Health Court team in mental health disorders and treatment options, utilizing Bureau of Justice Assistance, resources and consultation with other operating Mental Health Courts.
- Provision of training and education for criminal justice system partners, including Magisterial District Judges, and other community partners, on the diversionary aspect of Mental Health Court.
- Establishment of goals for, and preliminary design of, Sequential Intercept Model training/orientation program for state and municipal law enforcement assets.
- Development of procedures for grant management activities.
- Provision of administrative support.

Program model. The Mental Health Court utilizes the Sequential Intercept Model, which establishes a filter for

intervention at various interception points in the criminal justice system. The model specifies four stages of the criminal justice continuum—the earliest stage (law enforcement), involving the initial contact with law enforcement, ideally when referral to pre-arrest diversion would occur; post-arrest, or, the preliminary hearing (Magisterial District Judge) level and pre-trial stage; judicial, when trial, a guilty plea, and sentencing occur; and post-adjudication, when the individual is under the supervision of probation.

This model is obviously reliant on the knowledge and training of law enforcement personnel and Magisterial District Judges. Considerable training has been underway in the months prior to and during program implementation. This has included identification of the court, criminal justice, and community resources that can be applied at each intercept level. For example, when housing is identified as a need at the time of arrest, utilization of appropriate community resources can prevent an individual from being incarcerated simply because he or she has no other place to go. Similarly, if the individual's family requires support, linkages will be established to assure that the needs of dependent children are met. Appropriate resources will also be applied to assure continuity of care, including aftercare. When such voids are filled, when the approach to mentally ill offenders is truly holistic, the entire community derives benefit.

13. SECTIONS:**D. PERFORMANCE MEASURE REQUIREMENTS**

In addition to the required performance measures outlined by PCCD, please include any/all additional performance measures that are specific to your project. Please refer to the Performance Measures Section of this application to include these additional assessments.

RESPONSE:**3. PERFORMANCE MEASURES/IMPACT (10 points)**

The evaluation of this project is six-pronged and includes both data collection and analysis and mechanisms for direct, affective participant input.

I. Determine the purpose/goals of Mental Health Court evaluation through:

- Discussion with Mental Health Court personnel
- Participation in weekly interagency Mental Health Court meetings
- Attendance of weekly court sessions
- Review of relevant published literature
- Review of Mental Health Court evaluation methodology in other Pennsylvania counties.

II. Design and prepare the database:

- Review all Mental Health Court participants' criminal justice and mental health files for consistency.
- Review how data are collected and shared with relevant personnel (what instruments are being used and the efficiency, reliability, and validity of information collection methods).
- Determine what data are currently collected and what data need to be collected.
- Collect evaluation-relevant data from Mental Health Court participants' criminal justice and mental health files (offense history, gravity score, diagnosis, compliance with treatment recommendations, etc.).
- Create database in Excel format.
- Enter data into database (NOTE: This database will continue to be used by Mental Health Court personnel for current and future Mental Health Court participants. This will allow for continual, thorough data collection, as well as for additional evaluations).

III. Gather and analyze data:

- Create "control" group consisting of individuals who are potential Mental Health Court candidates, but not accepted into Mental Health Court program. Relevant data will be gathered about this "treatment as usual" group for comparison with Mental Health Court group.
- Conduct statistical analyses (using SPSS software) to assess differences between Mental Health Court participants and "treatment as usual" individuals.

IV. Report findings:

- Prepare report of evaluation findings (including statistical outcomes, Mental Health Court strengths and needs, future endeavors, means of implementing evaluation recommendations, etc.).
- Perform presentation of evaluation findings to Mental Health Court personnel and other relevant parties.
- Conduct follow-up sessions with Mental Health Court personnel to assess implementation of evaluation

recommendations.

V. Obtain input from Mental Health Court participants:

It is the co-applicants' intent that this aspect of the evaluation process—gathering input from Mental Health Court Participants—will be a collaborative effort with an independent agency that advocates for individuals with mental illness and mental retardation. Using an independent agency will allow for participant anonymity and thus for more accurate, honest feedback. Tasks include:

- Conduct one to three focus groups with Mental Health Court participants. Topics of discussion will include satisfaction with Mental Health Court, perceived strengths and weaknesses of Mental Health Court, suggestions for improvement, etc.
- Collaborate with Mental Health Court personnel to create a Mental Health Court participant survey, which Mental Health Court participants will be asked to complete anonymously.
- Compile survey data.
- Prepare a report of survey findings.
- Present survey findings to Mental Health Court personnel and other relevant parties.
- Continue periodic administration of Mental Health Court participant survey.

VI. Provide support for participants:

- In a continued effort to determine needs and offer enhanced services to Mental Health Court participants, an independent agency will hold monthly support groups led by a Certified Peer Specialist. A Certified Peer Specialist is an individual with a mental illness who has been trained by the Pennsylvania Department of Public Welfare to help others determine and achieve their personal goals.

13. SECTIONS:

E. REQUIRED ATTACHMENTS

Please attach your approved CJAB Minimum Standards and CJAB Letters of Support.

RESPONSE:

The required attachments are submitted.

REQUIRED ATTACHMENTS related attachments:

<u>File Name</u>	<u>File Description</u>
3.14.08 Arnone letter.doc	word document - letter of support
3.14.08 Barrasse letter.doc	word document - letter of support
3.14.08 Harhut letter.doc	word document - letter of support
LackawannaCJABbylaws12-06 (2).doc	word document - CJAB bylaws

13. SECTIONS:

F. EEOP CERTIFICATION FORM

Pursuant to U.S. Department of Justice regulations, (unless the applying organization is exempt as listed below), each subgrantee receiving a federal award of \$25,000 or more and having 50 or more employees is required to maintain an Equal Employment Opportunity Plan (EEOP) on file for review by the Federal Office for Civil Rights upon request.

The applying organization is required to complete the applicable section of the EEOP Certification Form. Complete Section A to claim exemption if the applying organization is a Non-Profit Organization, or your grant request is less than \$25,000, or if the applying organization has less than 50 employees. Note: Completion of Section B requires that your organization have a current EEOP on file that is available for review upon request.

The EEOP Certification Form may be found on PCCD's website, www.pccd.state.pa.us under the tab marked "Forms". This form is available in PDF format only. You must print and sign this form. This section is complete when you mail the signed EEOP Certification Form along with the signed original signature page (page 2) of the subgrant application to PCCD.

RESPONSE:

The Subgrantee will submit the required EEOP Forms.

13. SECTIONS:

G. PAYMENT TERMS

Payment for the subgrant contract will be made in quarterly amounts over the entire project period. The first payment will be released upon completion of the Commonwealth's signature process, provided all applicable special conditions have been satisfied. The payment schedule and amounts may be modified by PCCD based on information received on the required quarterly fiscal and progress reports. Non-submission or late submission of the required reports will result in payment delays.

Requests for advance payments are generally not approved unless the subgrantee demonstrates a special need for working capital or other conditions warrant such payments.

All payments will comply with the federal Cash Management Improvement Act, 31 U.S.C. 6503. Subgrantees must maintain a minimum amount of Federal cash on hand. Failure to adhere to this requirement will be a violation of the terms of this agreement and the award will be subject to termination for cause or other administrative action as appropriate.

All funds (Federal, match and project income) must be obligated by the end of the project period and expended within 60 days from that date. Federal funds that are not expended must be returned to PCCD within 90 days from the end of the project period. The check should be made payable to the Pennsylvania Commission on Crime and Delinquency and mailed to:

PCCD
Grants Management
P.O. Box 1167
Harrisburg, PA 17108-1167

In the area provided below please indicate that the Applicant Agency accepts these payment terms by stating, "Applicant accepts these terms". If the Applicant Agency does not accept these payment terms please indicate so by stating "Applicant does not accept these terms".

RESPONSE:

Applicant accepts these terms.

13. SECTIONS:

H. USE OF FEDERAL FUNDS

Use of Federal Funds

- A. Grant funds shall not be used to support inherently religious activities, such as worship, religious instruction, or proselytization.
- B. Grant funds shall not be used to purchase religious materials or pay for the supervisory, administrative, labor, or other costs of construction, maintenance, or repair of buildings that are used primarily as houses of worship or primarily for inherently religious activities.
- C. Grantee’s officers, employees, and volunteers shall not pressure or coerce any beneficiary of or participant in the funded program to attend or participate in any inherently religious activities.
- D. If the grantee offers or engages in inherently religious activities, the activities must occur separately in time or location from the funded program, must be voluntary, and must occur in a manner that protects beneficiaries of and participants in the funded program from any pressure or coercion to take part in the activity.
- E. The grantee shall keep the grant funds separate from any funds used to support inherently religious activities, and shall maintain separate financial records for the account that contains the grant funds.
- F. In identifying or admitting beneficiaries of or participants in the funded program, and in rendering assistance to beneficiaries of and participants in the funded program, the grantee must not discriminate against or among beneficiaries or participants based on religion, a religious belief, a refusal to express or hold a religious belief, or a refusal to attend or participate in an inherently religious activity.
- G. If your agency contracts or subgrants any portion of the grant funds to a third-party contractor or subgrantee the requirements shown above must be included in the third-party contract or subgrant terms, and your agency must agree to monitor the contractor’s or subgrantee’s compliance with those requirements as follows:
 - i. Conducting site visits (unannounced when reasonable), as reasonably necessary in response to complaints alleging violations of the terms of items A through F above or on your own initiative where there exists reasonable cause to believe that a violation has occurred.
 - ii. Annual reviews of fiscal reports submitted by the subgrantee/contractor that relate to the grant funds; further review of financial and/or accounting records maintained by the subgrantee/contractor as reasonably necessary in response to complaints alleging violations of the terms of items A through F above or where there exists reasonable cause to believe that a violation has occurred; and imposition, upon receipt of a complaint or other reasonable cause, of such additional reporting requirements upon the subgrantee/contractor as may be reasonably necessary in order to determine whether a violation of the terms of items A through F has occurred or to prevent future violations.
 - iii. Preparation of written reports documenting each visit referenced in item G above.
 - iv. Such other measures as may be required by applicable law and contractual provisions.

In the area provided below please indicate that the Applicant Agency accepts and agrees to these terms by stating, “Applicant accepts these terms”. If the Applicant Agency does not accept these terms, please indicate so by stating “Applicant does not accept these terms”.

RESPONSE:

Applicant agency accepts these terms.

13. SECTIONS:

I. CIVIL RIGHTS RESPONSIBILITIES

Civil Rights Responsibilities (Responding to Discrimination Complaints)

As a recipient of PCCD federal funds, your organization is required to respond to complaints of discrimination from individuals or groups (i.e. program beneficiaries, subrecipient beneficiaries, or recipient / subrecipient agency employees) who are aggrieved by your agency or any agency receiving funds through this grant. A discrimination complaint may be related to a claim to have been denied the benefits of, excluded from participation in, subjected to discrimination under, or denied employment in connection with any program or activity, on the basis of race, color, national origin, sex, disability, religion or age.

The information below is to assist you in providing guidance regarding the proper steps to file complaints of discrimination with the Federal Office for Civil Rights (OCR). Formal complaints should be filed as soon as possible (under some civil rights laws you have only 180 days after the incident to file a complaint).

Information about applicable laws, complaint forms, and the investigative process is available at the website for the OCR: <http://www.ojp.usdoj.gov/ocr>. To file a civil rights complaint with OCR, the aggrieved person(s) must complete a Complaint Verification Form (download from the OCR website) and send the form to:

Office of Justice Programs
Office for Civil Rights
810 7th Street, NW
Washington, D.C. 20531

Additionally, a copy of this form should be provided to PCCD at the below address:

Pennsylvania Commission on Crime and Delinquency
Director, Office of Financial Management and Administration
3101 North Front Street
Harrisburg, PA 17110

After receiving the letter of complaint, OCR will make the determination if an investigation will be initiated. OCR will contact the complainant as well as the agency in question.

In the area provided below please indicate that the Applicant Agency has read and understands the above terms regarding civil rights responsibilities by stating, "Applicant Agency accepts these terms". If the Applicant Agency does not accept these terms please indicate so by stating "Applicant Agency does not accept these terms".

RESPONSE:

Applicant Agency accepts these terms.

13. SECTIONS:

J. FEDERAL TRANSPARENCY ACT CERTIFICATION

The implementation of the Federal Funding Accountability and Transparency Act of 2006 (Transparency Act), as posted for comment in the Federal Register (http://www.whitehouse.gov/omb/fedreg/2008/060608_funding.pdf), and which as of now, becomes effective on January 1, 2009, requires a single searchable website, accessible by the public without cost, for each federal award of \$25,000 or more over the life of any subaward. In order to satisfy this requirement, applicants and subrecipients are required to have a DUNS number and to maintain a current registration in the CCR.

Information on how to request a DUNS number and register with CCR, entitled as "New Applicant Requirements," is available in the Funding Announcement Guidelines or at the PCCD Website under Grant Opportunities.

In the area provided below, please certify that the Applicant Agency has a DUNS number and has and will maintain a valid CCR registration by stating,

"Applicant certifies that they are registered with CCR and will maintain a valid registration at all times while they have a federal award." "Applicant's DUNS number is xxxxxxxx and their CCR registration is valid through xx/xx/xxxx."

(This CCR registration date can be found at www.ccr.gov in your agency's CCR Trading Partner Profile under the Current Registration Status.)

Please note: If subrecipients/contactors are applicable and receiving \$25,000 or more through the life of this federal award, also include the following:

"Applicant certifies that subrecipient/contractor receiving \$25,000 or more of federal funds has a DUNS number and has and will maintain a valid CCR registration through the life of the award. Subrecipient/contractor's DUNS number is xxxxxxxx and their CCR registration is valid through xx/xx/xxxx."

RESPONSE:

Applicant certifies that they are registered with CCR and will maintain a valid registration at all times while they have a federal award. Applicant's DUNS number is 159708135 and their CCR registration is valid through 6/22/2010.

13. SECTIONS:**K. AUDIT RESPONSIBILITIES**

As a subrecipient of PCCD funds, your organization is required to comply with all federal, state and PCCD audit requirements. All audits must comply with the standards issued by the Comptroller General of the United States, Government Accountability Office (GAO) Government Audit Standards for audits of government entities, programs, activities, and functions (Yellow Book). In addition, audits shall comply with generally accepted auditing standards (GAAS) established by the American Institute of Certified Public Accountants (AICPA), and PCCD audit requirements as detailed in the PCCD Applicant's Manual.

If your organization expends total federal awards of \$500,000 or more during its fiscal year, received either directly from the federal government or indirectly from a recipient of federal funds, you are required to have an audit made in accordance with the provisions of Office of Management and Budget (OMB) Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations.

If your organization expends total state awards of \$100,000 or more during its fiscal year, you are required to have an independent financial and compliance audit which must be conducted in accordance with the standards issued by the GAO, and comply with GAAS and PCCD audit requirements for program-specific audits, which require that the auditor identify each subgrant audited by subgrant number and reconcile to total receipts and expenditures for each subgrant as reported by the subgrantee to PCCD. The auditor must express an opinion as to whether the organization's Cumulative Fiscal Reports submitted to the PCCD contain accurate and reliable information and whether the subgrantee has complied with applicable laws, regulations, the standard subgrant conditions and any special subgrant conditions, as well as the laws and regulations governing the programs.

In the area provided below please indicate that the Applicant Agency accepts these terms by stating, "Applicant Agency accepts these terms". If the Applicant Agency does not accept these terms please indicate so by stating, "Applicant Agency does not accept these terms".

RESPONSE:

Applicant agency accepts these terms.

15. APPROVAL CHECKLIST:

- A. Is the equipment inventory included with this subgrant application?
 Yes No
- B. Is the Local Policy Board Certification attached?
 Yes No
- C. Is the listing of local Prevention Policy Board members attached?
 Yes No
- D. Is the listing of Community Key Leaders attached?
 Yes No
- E. Is the Prevention Policy Board Certification attached?
 Yes No
- F. Will the assistance requested have an impact or effect on the environment?
 Yes No
- G. Will the assistance requested cause the displacement of individuals, families, businesses or farms?
 Yes No
- H. Has this project been coordinated with the appropriate state and federal agencies?
 Yes No Not Required
- I. Does the project include the construction or renovation of any building?
 Yes No
- J. Does the applicant agency's annual budget include monies for any law enforcement agency that has and exercises arrest powers?
If yes, please provide the following information:
 Yes No

Jurisdiction Name:

Police Department/Law Enforcement Agency Name:

Police Department/Law Enforcement Agency Contact Person/Chief:

Police Department/Law Enforcement Agency ORI Number:
- K. Does this agency regularly submit Uniform Crime Reports to the PA State Police?
 Yes No

16. RECIPIENT AGENCY TOTAL BUDGET FOR CURRENT FISCAL YEAR

Agency: Lackawanna County Commissioners
 Agency Year: 2010

A. REVENUE	Amount
Federal Funds	717,517.00
State Funds	498,541.00
Local Funds	283,758.00
OTHER FUNDING SOURCES: (Per Diem, United Way, PCAR, PCADV, etc.) Please identify each source:	0.00
Insurance Fraud	585,040.00
TOTAL REVENUE	2,084,856.00

B. EXPENDITURES	Amount
General Fund	2,084,856.00
Capital Budget	0.00
Community Development	0.00
Other	0.00
TOTAL BUDGETED EXPENDITURES	2,084,856.00

C. QUESTIONS

1. Are any of these fund sources to be used in the implementation of this project? *

Yes No

If so, name the source and the intended use. If not, identify the source of the matching contributions.

2. Are you presently receiving or have you applied or do you intend to apply for funds from any other source with which to finance this project? *

Yes No

If so, describe the source and state the amount.

3. Do you intend to apply for continuation funding for this project? *

Yes No

17. PCCD's Standard Subgrant Conditions:

PCCD's Standard Subgrant Conditions are incorporated herein by reference. The Standard Subgrant Conditions **should not** be submitted to PCCD with your application. The current version of PCCD's Standard Subgrant Conditions (Revised August 2008) is available at www.pccd.state.pa.us <<http://www.pccd.state.pa.us>>. Please refer to the website for a copy. If you are unable to obtain a copy from the aforementioned website, please contact PCCD's offices at (800) 692-7292.

18. Private Non-Profit Agency Checklist:

The following items must be included with submission of an application for direct funding of private non-profit agencies (refer to the Applicant's Manual pages 35-36).

This information does not have to be submitted to PCCD for governmental applicants proposing to pass through some or all of the funds to a non-profit agency.

- A copy of the most recent audited financial report, which must not be more than one year old; or a letter stating that the most recent report is on file with PCCD;
- A list of the members of the Board of Directors, stating each member's board position, sex, race, profession or employment, community activity and other pertinent information;
- A copy of the articles of incorporation;
- A copy of the by-laws of the organization, clearly defining the line of authority and responsibility moving between the Board and staff, outlining the hiring practices of the organization, and demonstrating the management and controls maintained by the Board; or for continuation subgrants a letter from the Board Secretary certifying that the by-laws previously submitted are still in effect or
- Internal Revenue Service determination of the tax-exempt status of the organization;
- A copy of the minutes of the three Board meetings immediately preceding the date of the submission of the subgrant application;
- Evidence that the Project Director, Financial Officer and Board Officers and any employee that is responsible for the receipt and expenditure of funds are included in an employee dishonesty insurance policy for 30% of the funds requested or 10% of the organization's budget, whichever is greater; and
- A written statement that a checking account for subgrant funds will be arranged so that at least two signatures are required for issuance of checks, and a list of those individuals who have such authority.

19. ATTACHMENTS:

List of Attachments required for submission of this Application for funding:

Section: Required Attachments

File Name

File Description

3.14.08 Arnone letter.doc

word document - letter of support

3.14.08 Barrasse letter.doc

word document - letter of support

3.14.08 Harhut letter.doc

word document - letter of support

LackawannaCJABbylaws12-06 (2).doc

word document - CJAB bylaws