

Jail-Based Services Strategy Process Flow Map San Mateo County Sheriff's Office

Intake

Existing Operations

- Upon intake, review paper work and conduct body/belongings search
- Conduct the medical and mental health screening for immediate needs
- If a finding exists, inmate is treated before booking.
- If no medical or mental health finding is made, inmate is booked, photographed and finger printed.

New Strategies

• Continue to implement the Electronic Medical Record (EMR) system based on the National Commission on Correctional Health Care (NCCHC) standards. The EMR selected provides standardized assessments that follow clinical protocols and meet NCCHC's standard of care.

Service Needs/Risk Assessment &

Housing

Existing Operations

- After booking,
 SMCSO conducts an
 ROR interview with
 the inmate. ROR
 interview can
 determine release
 in lieu of remaining
 in custody.
- Sheriff's Classification Security Assessment is used for housing placement for those taken into custody.
- In-custody inmates must be arraigned within 72 hours of intake.

New Strategies

Sheriff's

 Classification
 Security Assessment
 should be used to
 make an *initial* housing assignment
 that can be
 reconsidered based
 on the results of a
 new Service
 Needs/Risk
 Assessment subject
 to approval by
 Sheriff's Office
 Classification staff

Assessments

Existing Operations

- Initial housing placement is assigned following the Sheriff's Classification Security Assessment
- CAIS Quick screen is used for all sentenced inmates to determine level of risk
- CAIS Full Screen
 used by Service
 League for High Risk
 inmates to
 determine
 Achieve180
 eligibility

New Strategies

- Communicate information about all jail-based programs
- Create or obtain a more comprehensive service needs/risk assessment to administer to both pre-trial and
- sentenced inmates
 Two different systems to monitor the assessment of different jail populations will be required

Case Management

Existing Operations

- SMCSO utilizes case management in Achieve180
- Case management techniques are utilized by the MDT while reviewing inmate cases

New Strategies

- During the classification security assessment or the follow-up service needs/risk assessment, inmates will be offered a case manager.
- Case managers will work with the inmate to create a individualized case plan
- Case managers will meet regularly with inmates to chart program progress to reach treatment or participation goals
- Case managers will facilitate transition planning with inmates to include linkages to social services, financial planning and, when possible, coordinate educational opportunities and job placement.

Programming

Existing Operations

- Programming is determined by availability in each pod
- Pretrial inmate pods/housing assignment is determined by the Sheriff's Classification Security Assessment; postsentence inmates are housed based on CAIS Screen

New Strategies

- A comprehensive mix of reformative, activity, and reintegrative programming should be made available in each housing pod
- Case managers will work with inmates to ensure access to appropriate programs to meet their service needs when possible
- Housing assignments should be reconsidered after new service needs/risk assessment for inmates whose programming needs cannot be met in their current pod

MDT

Existing Operations

- The Multidisciplinary Team (MDT) to review individualized inmate status to determine inmate preparedness for reentry
- MDT assess inmate engagement while in-custody
- MDT may recommend appropriate programs for inmate to prepare for transition

New Strategies

- Case managers will participate on the case reviews of those inmates they are responsible for managing
- Case managers will follow inmate postrelease or will handoff case to Probation Officer upon release.

Transition

Existing Operations

Based on Service Needs/Risk Assessment and inmate request, inmates can be placed in transitional housing subject to approval by Sheriff's Office ASB or Classification staff.

New Strategies

- Case managers will assess inmate's entitlement eligibility
- Case managers will prepare Reentry Checklist for inmates
- Case managers will assist in creating linkages to community based organizations or social supports where possible.