



Jail Based Services and Reentry Programming: Strategic Implementation Plan Timeline

San Mateo Sheriff's Office

	2013				2014				2015			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Governance	Establish the Steering Committee & Oversight Committee	SMCSO & Steering Committee Finalizes Strategies	Oversight Committee Meeting	Work Groups Meet	Steering Committee Meeting	Work Groups Meet	Oversight Committee Meeting	Work Groups Meet	Milestone: New Jail Opens	Work Groups Meet	Oversight Committee Meeting	Work Groups Meet
		Establish Work Groups	Work Groups Meet		Oversight Committee Meeting		Work Groups Meet		Oversight Committee Meeting			
		Work Groups Meet	Work Groups Meet		Work Groups Meet		Work Groups Meet					
Intake			Review and select MH/AOD screening tools	Draft P&P for new intake process	Implement the use of new validated screening tools							
			SC & SMCSO approve MH/ AOD screening tools	Communicate new intake procedures to staff Provide requisite staff training based on selected MH/ AOD screening tools								
Service Needs/Risk Assessment – Sentenced Inmates		Steering Committee & SMCSO finalize use of CAIS Or New Service Needs/Risk Assessment	CAIS: Draft P&P for CAIS process	CAIS: Train staff, if needed	Implement CAIS							
			New: Review and select assessment tool	New: Draft P&P for new assessment process		Implement new assessment tool						
			New: SC & SMCSO approve assessment tool	New: Communicate new assessment process to staff	New: Provide requisite staff training based on new assessment tool							
Service Needs/Risk Assessment– Pre-Trial Inmates				SC & SMCSO review existing assessment tools	Existing: Vet assessment tool with D.A. and Public Defender	Existing: Draft P&P for new assessment process with existing tool		Existing: Pilot assessment process using existing tool	Existing: Finalize P&P based on findings from Pilot phase	Existing: Implement assessment process with existing tool		
				SC & SMCSO select existing assessment tool Or Create new assessment tool	Existing: SC & SMCSO approve the use of assessment tool	Existing: Communicate new assessment process to staff	Existing: Provide training based on new assessment process with existing tool		Existing: Finalize assessment tool & provide additional training, if needed			
					New: Obtain expert consult on assessment design	New: Design new assessment tool	New: Draft P&P for new assessment with new tool		New: Pilot assessment process using new tool	New: Finalize P&P based on findings from Pilot phase	New: Implement assessment process with new tool	
						New: Vet assessment tool design with relevant stakeholders	New: Communicate new assessment process to staff	New: Provide training based on new assessment process with new tool		New: Finalize assessment tool & provide additional training, if needed		
Case Management				SC & SMCSO select Case Management model	Communicate new Case Management process to staff	Phase I: Hire CM staff and provide training based on CM model	Phase I: Implement CM for Sentenced Inmates	Phase I: Review and revise P&P based on Phase I implementation	Phase II: Hire additional CM staff and provide training based on CM model	Phase II: Implement CM for Pre-Trial inmates		
				Draft P&P, case plan templates, CM tools, etc.								
In-Custody Programming				Review current inventory of programs and gaps	Select new programs or enhance existing programs by subcommittee area (Health, Education, Vocational Training, Socialization, Re-entry and Family Reunification) - Ongoing							
					Draft P&P to reflect changes in program offerings based on relevance and inmate participation - Ongoing							
					Provide training to requisite staff on new programs as they are planned and implemented - Ongoing							
				Prioritize content areas for program development	Review program array and accessibility in pods based on housing assignment and length of stay	Draft plan to implement program array in pods	Incorporate Oversight Committee and Work Groups' feedback into pod program plan					
			Develop plan to disseminate programming information to inmates	Develop information/ media about jail programs	Vet pod program plan with Oversight Committee and Work Groups	Implement pod program plan						
			Vet and confirm dissemination plan & communicate plan to staff		Implement program information dissemination plan							
Continuity of Care & Transition Planning				Develop Reentry Checklist	Incorporate CMs into MDT	Begin entitlement screenings						
				Draft P&P based on Checklist and CM procedures & communicate future changes to staff	Finalize P&P & communicate changes to staff		Provide training to requisite staff on new Reentry assessment process					

Legend

SMCSO = San Mateo County Sheriff's Office
 SC = Steering Committee
 OC = Oversight Committee
 WG = Working Group
 P&P = Policies & Procedures Manual
 D.A. = District Attorney
 MH = Mental Health
 AOD = Alcohol and Other Drugs

*Please note: This timeline is subject to change.