

## **DAY REPORTING CENTER (DRC)**

### **DESCRIPTION**

In August 2007, the Los Angeles County Probation Department received State Assembly Bill, SB 81/91, grant funding of \$5 million to develop a three-year supervision and treatment program for Emerging Adults (specifically 18-25 year-old males). The target individuals are gang-affiliated probationers or those at risk of becoming gang affiliated.

The Day Reporting Center (DRC) site is located at 5811 S. San Pedro Street, Los Angeles, CA. 90011.

The following Departments are involve in this collaborative project: Department of Public Social Services, Department of Mental Health, Department of Public Health, Alcohol and Drug Administration, and the Probation Department. The goals of the DRC are:

- To reduce recidivism and improve public safety
- To engage participants in activities that lead to employment and self-sufficiency.

On March 19, 2009, GROW program implemented the DRC component, which allows assignment of this activity as a full-time (20-hour) GROW component. The component was automated by the MAPPER system on this same date.

The length of this activity is determined by the court, and it could be from one to nine months, depending on each individual's case.

### **KEY POINTS**

- Referrals to DRC are at the direction of the Los Angeles Superior Court and the Los Angeles County Probation Department.
- GROW Case Managers (GCMs) must not refer, nor enroll any participants directly to DRC. The DRC assignment must be initiated by the Probation Department.
- Enrollment in DRC is restricted to 18 – 25 year old males.
- Participation in DRC meets the 20-hour per week GROW requirement.
- DRC participants might be concurrently enrolled in Domestic Violence, Intensive Case Management, Work, and Healthy Way (where available).

## KEY POINTS

- DRC participants receive mental health and substance abuse treatment from the DRC Program, when needed.
- Every General Relief District Office includes a DRC liaison to assist staff with DRC related issues.

## MAPPER ENHANCEMENTS

- A DRC component has been established in MAPPER to keep track of the participants assigned to this activity.
- A question has been added to the Employment Needs Evaluation (EVA) screen asking whether a participant is or not enrolled in DRC. This information will alert the GCM of participants who have been enrolled in this activity by the Probation Department, so they can take appropriate action as indicated below under Case Manager Duties.
- MAPPER automatically restricts assignment of concurrent components other than the ones indicated above.
- MAPPER automatically initiates a monthly progress report for this component.

## CASE MANAGER DUTIES

When the EVA screen indicates that the participant is enrolled in DRC (this information is entered by the Employment Specialist during the first contact with the participant), the GCM must assign the participant to DRC according to the procedures established below :

**NOTE:** The GCM will create the DRC component if he/she receives verification of DRC enrollment, even if the information is not displayed on the EVA screen.

1. Close all open components prior to assigning a DRC component on MAPPER, except for concurrent components (Domestic Violence, Intensive Case Management, Work, Healthy Way), if applicable.
2. Use the "GROW Case Manager Component Assigning screen" to assign a DRC component for newly approved (Intake) cases.
3. If the GCM determines that the participant is enrolled in DRC, a DRC component must be established in MAPPER, *even if the information was not recorded by the EVA questionnaire.*

## CASE MANAGER DUTIES

4. Initiate an ABP 1463, GROW Welfare-to-Work Plan Activity Assignment, according to established procedures.
6. Enter the start date of DRC on the DRC Component Detail Screen, as the actual date the participant enrolled at the DRC (Not the approval date of GR). The actual enrollment date at the DRC must be manually entered into MAPPER, because the system automatically defaults the start date to the date the DRC component is assigned. The GCM may enter a DRC start date up to 90 days before the original Orientation date. The GCM may not enter a future start date.

**NOTE:** If the GCM cannot determine the actual date of enrollment of a participant, he/she must contact the GROW DRC liaison in their office for assistance in obtaining this information prior to assigning the component. date of the participant at the DRC, they must contact the GROW DRC liaison in their office for assistance in obtaining this information prior to assigning the component.

Notice that:

- MAPPER defaults to the DRC address on the DRC Component Detail
  - MAPPER automatically defaults the DRC end date, to six months after its start date (the start date is the date the participant enrolled at the DRC). The GCM may add three more months, for a total of nine months of participation.
  - MAPPER automatically defaults to 20 hours a week of participation. Exceptions for concurrent activities must be manually entered.
7. The DRC component might be assigned concurrently with the following GROW activities: Domestic Violence, Healthy Way, Work, and Intensive Case Management. The total of these combined activities cannot exceed 20 hours per week. No other activities can be combined with the DRC component.
  8. Issue Ancillary Expenses per existing GROW procedures.
  9. Once a DRC component is established in MAPPER, the system will automatically generate and send the participant and the provider the ABP 1469, GROW Progress Report DRC. The provider must complete the

## CASE MANAGER DUTIES

9. Progress Report and return it to the GCM before the due date, on a monthly basis. The DRC Progress Report includes the following fields:
  - A. The participant is progressing satisfactorily in his current assignment at the DRC Yes \_\_\_ No \_\_\_.
  - B. The participant is **NO** longer enrolled at the DRC.
  - C. The participant is currently employed \_\_\_\_\_hours per week.
  - D. The participant will complete his training at the DRC facility on \_\_\_\_\_.
10. Review the completed Progress Report on a monthly basis and update MAPPER per existing procedures.
11. Use the Weekly Progress Report Listing, to track the ABP 1469 DRC due date.
12. Update the Disposition field on the DRC Component Detail Screen, per existing procedures, with the following selections: Participating, Cancel, Completed and Dropped Out.

Notice that MAPPER:

- Automatically generates non-compliance when a participant fails to participate in DRC activities.
  - Automatically closes the DRC component, during an overnight interface with LEADER when the participant's employability status changes to "U".
  - If the GR case terminates with an open DRC component, MAPPER will archive the case as part of the normal process.
14. Dispose of the DRC component and assign a participant to another GROW component when participation in DRC ends and the participant remains eligible for GROW.

## GROW SERVICES SUPERVISOR (GSS) DRC Duties

1. The GSS must monitor staff, to ensure compliance with the above procedures.

### **GROW SERVICES SUPERVISOR (GSS) DRC Duties**

2. The GSS must review the Weekly Progress Report Listing at least monthly, to ensure progress reports are received from the provider, and MAPPER is properly updated.
3. The GSS must contact the District's DRC liaison to resolve any DRC related issues. If the issue cannot be resolved at this level, the DRC liaison must contact the GROW Program Section for assistance.

### **RESULTS**

Participants that graduate from the DRC and remain eligible for GROW, are assigned to a GROW component, which will assist them in becoming self-sufficient. Therefore, the GCM must carefully review the training and education the participant received at the DRC. Based on this information, the GCM will place the participant into a component that assists him in reaching his employment goal, and does not duplicate the training received at DRC.