



# Yamhill County Department of Community Justice

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Date: May 20, 2015  
To: Department of Community Justice Staff  
From: Ted Smietana, Director  
Subject: Policies and Procedures for the Day Management Center

## **PURPOSE:**

The Day Management Center serves as a hub of support services to clients under the supervision of Yamhill County Department of Community Justice. DMC focuses services on medium and high risk clients for the purpose of obtaining employment with education or intensive supervision tracks also available (see DMC Program flowchart). The Probation Officer making the referral works with the DMC Coordinator to determine the most appropriate track.

## **REFERRALS:**

Referrals for the DMC are made by the Supervising PO and can be found in the docforms folder as a merge document titled 'Yamhill Cognitive Programs-DMC.' Once the PO completes this form, it is sent to the DMC Coordinator via email at least one day prior to the intake date. In addition, referrals should also include the most recent LSCMI risk score.

Intakes for RTW are currently held on Tuesdays @ 10am and are generally done 1x1.

## **PROGRAMS:**

### **READY TO WORK:**

Ready to Work (RTW), is an ongoing job development program created to assist probation clients in developing the tools necessary to be successful in finding employment. The RTW program includes a comprehensive intake interview, career identification and goal setting, career development workshops, and educational opportunities.

RTW consists of a three Tier System. In each of the Tiers, clients will participate in the program up to five days per week.

- ***TIER 1(T1): Intake & Assessment***

In Tier 1, clients report to the Day Management Center (DMC) for a comprehensive intake interview at which time the Coordinator obtains background information related to employment, skills, and other pertinent information. The client and Coordinator review the program

requirements and set individual goals with action steps. In T1, clients are referred to meet on-site with Goodwill Industries to develop a resume and obtain additional resources available via Goodwill. Clients are registered on-site with the Imatch employment program through Worksource Oregon (Oregon Employment Department) and receive a referral to local temp agencies. Clients establish a reporting schedule (between 9am-12pm on days determined by the Coordinator up to 5 days per week). In T1, the client is being observed on punctuality, communication, time management, and following directions.

Upon completion of the above components of T1, the DMC Coordinator administers a performance evaluation to see if the client is in compliance. The DMC Coordinator may promote the client to Tier 2 upon verification of compliance.

- ***TIER 2(T2): Skill Building & Job Search***

In T2, clients focus on job search, accountability, and skill building. The DMC Coordinator works with the client to enhance their employability which can include work with interview skills (mock interviewing), role playing how to answer questions about a criminal record, hygiene/presentation, and application techniques. In addition, the Coordinator may refer a client to outside agencies for specific workshops such as Worksource Oregon, Goodwill Industries and Hope on the Hill to name just a few. In T2, the Coordinator also begins working with the client on money management and budgeting skills, developing a budget which can be modified throughout their time at DMC and beyond.

Job search is required with a minimum of three new applications per day. Clients are required to document their employment contacts for accountability purposes and provide such documentation to the Coordinator on their scheduled reporting days.

The goal of T2 is to secure employment. Once a client has obtained employment, the Coordinator evaluates the client for promotion to Tier 3.

- ***TIER 3(T3): Job Success***

Once a client obtains employment, they are promoted to T3. In T3, the focus is on the transitional period of working full time, while managing life outside of work, and touch on issues that may arise on the job. A strong focus of T3 is money management/budgeting wherein the Coordinator revisits the previously outlined budget from T2 to assist the client with managing paychecks appropriately.

The client reports weekly (at minimum) by phone to the DMC Coordinator for 45 days, with a minimum of one face-to-face contact. If the client continues to be employed after 45 days, the DMC Coordinator may graduate the client from the RTW program.

**Graduation:** Upon successful completion of T3, the client participates in a graduation ceremony with other RTW clients in various stages of the program.

**EDUCATION TRACK:**

The Education Track through DMC is based on the RTW referral process, however, focuses on the Coordinator connecting the client with local resources in order to pursue a GED, vocational schooling, or other educational opportunities. Clients in the Education Track are assessed, set goals and develop and individualized plan with the Coordinator for their time at DMC. Clients on the Education Track are

constantly re-assessed and can move to the Employment track, or participate in a combination of both tracks at the discretion of the Coordinator.

**INTENSIVE SUPERVISION TRACK:**

The Intensive Supervision Track is based on the RTW referral process, however, targets specifically the high risk and unmotivated client who needs additional structure and Community Justice involvement. A focus of this track is on motivation for change and is often in conjunction with a PO referral to the motivational/cognitive restructuring program track (see flowchart). Clients in the Intensive Supervision track are constantly re-assessed by the Coordinator and can move to the Education or Employment tracks at any time, or participate in a combination of both at the discretion of the Coordinator.

**Mentorship Opportunities:** For specific graduates of RTW, and as recommended by the DMC Coordinator, clients may participate in some mentorship opportunities such as involvement with the Coordinator in the initial intake to demonstrate a real-life example of how the program may be effective and to provide some suggestions/guidance to a new client.

**RTW Attendance Policy:** It is the policy of the RTW program that a client may not miss more than two consecutive days in any given week. If a client needs to be excused, they must notify the RTW Coordinator in advance to be excused. If a client is ill more than 3 consecutive days, they must provide a doctor's note to the RTW Coordinator to be reinstated to the program.

**RTW Dress & Hygiene:** Clients participating in the RTW program are required to dress in business casual clothing and present in a well-groomed manner. Hats, torn jeans, baggy clothing, inappropriate t-shirts, etc. are not acceptable attire. Clients may be turned away from the RTW Program for wearing inappropriate clothing. If this happens, it will be considered an unexcused absence.

**Behavior Response:** DMC utilizes a behavior response process to reward positive/pro-social behaviors and correct negative/anti-social behaviors (see DMC behavior response grid). DMC utilizes tangible rewards such as the fish-bowl method, fee waivers, vouchers, among many others. Behavior correction is also a core principle and is accomplished through motivational interviewing techniques and other evidence based case management strategies.

**Resources & Partnerships:** DMC works in partnership with countless agencies in Yamhill County. Partnerships exist with Goodwill Industries, Oregon Employment Department, Chemeketa Community College, Express Personnel, Hope on the Hill and many more.

Resources available for clients at DMC may include (at the Coordinator discretion): clothing, transportation, assistance in obtaining identification, access to computers/printers, etc.