

**Incarceration Prevention Reduction Task Force
Steering Committee**

September 6, 2018

Courthouse 5th Floor Conference Room 514, 311 Grand Avenue, Bellingham WA
9:30 - 11:00 a.m.

AGENDA

Topic	Requested Action	Presenter	Attachment
1. Call to Order <ul style="list-style-type: none"> • May 31, 2018 Meeting Summary Review 	Review	Chairs	1 - 2
2. Update on INDEX Committee	Information	Tyler Schroeder	3 - 10
3. Other Business			
4. Next Steps: Ideas & Further Information <ul style="list-style-type: none"> • Next steps and assignments • Schedule next meeting date 			
5. Public Comment			
6. Adjourn			

UPCOMING MEETINGS

IPR TASK FORCE various Mondays 9-11 a.m. Courthouse Conf. Rooms 513/514 311 Grand Ave., Bellingham	COMMITTEES			
	BEHAVIORAL HEALTH various Mondays 2:30-3:30 Health Department Creekside Conf. Room 509 Girard, B'ham	LEGAL & JUSTICE SYS. 2 nd Tuesday 11:30 am-1:30 pm Courthouse 5 th Floor Conf. Rm 514 311 Grand Ave., Bham	CRISIS RECOVERY FACILITY 3 rd Thursday 9:30-11:00 a.m. Courthouse 5 th Floor 513/514, 311 Grand Avenue, B'ham	STEERING As needed 5 th Floor Conf. Room 514 311 Grand Ave., Bham
September 17 October 15 November 26 December 17	September 17 October 15 November 26 December 17	September 11 October 9 November 13 December 11	September 20: location TBD October 18 in Room 514 November 15 in Room 513 December 20 in Room 514	TBD

**The most up-to-date meeting schedule can be found online at:
<http://wa-whatcomcounty.civicplus.com/calendar.aspx?CID=40>,**

**Incarceration Prevention and Reduction Task Force
Steering Committee**

DRAFT Meeting Summary for May 31, 2018

1. Call To Order

Committee Chair Todd Donovan called the meeting to order at 9:30 a.m. in the County Council Conference Room, 311 Grand Avenue, Bellingham.

Members Present: Jill Bernstein, Todd Donovan, Stephen Gockley, Tyler Schroeder, Anne Deacon, Chris Phillips

Also Present: Barry Buchanan

Members Absent: Jack Hovenier

Review April 26, 2018 Meeting Summary

There were no changes.

2. Review Draft Annual Report

Mark Gardner, Bellingham City Council Office, and the committee members discussed the timeline for submitting the report to the County Council; clarifying pre-trial versus post-conviction; the status of crisis intervention team (CIT); release-of-information forms; funding from the managed care organizations (MCOs); the capabilities of existing electronic home monitoring (EHM) technology; how a warrant quash works; how to attract behavioral health service providers to the community; ad drug court recovery housing and treatment; and language about the City versus the County EHM programs. The committee members suggested several changes. The draft annual report will be presented to the full Task Force on June 11 and presented to the County Council on June 19.

3. INDEX Committee: Review of IPRTF Discussion/Direction

The committee discussed the status of the proposed INDEX Committee after the May Task Force meeting and waiting for the subcommittees to complete their data needs discussions.

4. Other Business

The committee discussed the naming of the triage facility.

5. Next Steps: Ideas & Further Information

Bernstein stated that Stephen Gockley will no longer be on the board of the Whatcom Alliance for Health Advancement (WAHA), but may still represent them on the Task Force at the Board's request.

***Incarceration Prevention and Reduction Task Force
Steering Committee***

DRAFT Meeting Summary for May 31, 2018

The committee discussed reengaging the Lummi Nation and scheduling a remote Legal and Justice Systems Committee at the Lummi Nation, during which they will continue the Legal and Justice Systems Committee's discussion of restorative practices.

The committee discussed the need to engage the Executive Director of Unity Care on the importance of letting their representative serve on and attend the Task Force and its subcommittee meetings.

6. Public Comment

There was no public comment.

7. Adjourn

The meeting adjourned at 11:15 p.m.

DRAFT



Whatcom County Incarceration Prevention and Reduction Task Force

August 20, 2018

ADDRESS

Dear TASK FORCE MEMBER

As you know, the Whatcom County Incarceration Prevention and Reduction Task Force has been working since 2015 to address the community's concerns about jail population. Members of the community who have entered the criminal justice system and are in much need of behavioral health services must be provided access to programs and services that will safely divert them from incarceration whenever possible.

The Information Needs and Data Exchange (INDEX) Committee of the Task Force was formed recently to address the one crucial gap that every representative on the Task Force has identified in our local system, which is the lack of relevant data that can be shared and used to identify who is using our jail and is in critical need of behavioral health services rather than incarceration. The mission of the new INDEX Committee is to develop a data collection and reporting system that accurately informs policymakers when considering programmatic changes necessary to minimize jail use and improve efficiency in the criminal justice system.

We hope that the collaboration of the Task Force members can extend to the representatives of local criminal justice and behavioral health agencies who have important knowledge of their agency's data collection system and processes. The Sheriff's Office has data collection knowledge that is key to the subcommittee's success.

Enclosed is more detail about the subcommittee. A representative of the Sheriff's Office is invited to work with the INDEX Committee to achieve this mission. Your agency's representative should have detailed knowledge about the Sheriff Office's data collection and software systems and the specific data your agency collects. If you would like more information, please contact Whatcom County Deputy Executive Tyler Schroeder at 360-778-5200 or TSchroed@co.whatcom.wa.us. Please let us know who your agency's representative will be by September 5, through Legislative Coordinator Jill Nixon at 360-778-5010 or jnixon@co.whatcom.wa.us.

Respectfully,

Jill Bernstein
Task Force Co-Chair

Jack Hovenier
Task Force Co-Chair

c: IPR Task Force Members
Tyler Schroeder, Whatcom County Deputy Executive
\IPRTF Correspondence file
Other

Encl: Information Needs and Data Exchange (INDEX) Subcommittee information



Whatcom County Incarceration Prevention and Reduction Task Force

August 20, 2018

ADDRESS

Dear XXXX:

The Whatcom County Incarceration Prevention and Reduction Task Force has been working since 2015 to address the community's concerns about jail population. Members of the community who have entered the criminal justice system and are in much need of behavioral health services must be provided access to programs and services that will safely divert them from incarceration whenever possible.

To achieve this goal, the Task Force is comprised of a wide variety of community decision-makers in the behavioral health and criminal justice fields who come together regularly to collaborate on solutions to these problems. Through this process, every representative on the Task Force has identified one crucial gap in our local system, which is the lack of relevant data that can be shared and used to identify who is using our jail and is in critical need of behavioral health services rather than incarceration.

Therefore, the Task Force has created a subcommittee, the Information Needs and Data Exchange (INDEX) Committee. The mission of the new INDEX Committee is to develop a data collection and reporting system that accurately informs policymakers when considering programmatic changes necessary to minimize jail use and improve efficiency in the criminal justice system.

The Task Force members hope that its collaboration can extend to the representatives of local criminal justice and behavioral health agencies who have important knowledge of their agency's data collection system and processes. Bellingham Municipal Court has data collection knowledge that is key to the subcommittee's success.

Enclosed is more detail about the subcommittee. A representative of the Municipal Court is invited to work with local elected officials, law enforcement and criminal justice officers, public health and behavioral health professionals, and others on the Task Force to achieve the subcommittee's mission. Your agency's representative should have detailed knowledge about the Municipal Court's data collection and software systems and the specific data your agency collects. If you would like more information, please contact Whatcom County Deputy Executive Tyler Schroeder at 360-778-5200 or TSchroed@co.whatcom.wa.us. Please let us know who your agency's representative will be by September 5, through Legislative Coordinator Jill Nixon at 360-778-5010 and jnixon@co.whatcom.wa.us.

Respectfully,

Jill Bernstein
Task Force Co-Chair

Jack Hovenier
Task Force Co-Chair

c: IPR Task Force Members
Tyler Schroeder, Whatcom County Deputy Executive
IPRTF Correspondence file

Encl: Information Needs and Data Exchange (INDEX) Subcommittee information

Name: **Information Needs and Data Exchange (INDEX) Committee**
 Membership: XX Members.
 Purpose: The INDEX Committee mission is to develop a data collection and reporting system that accurately informs policymakers when considering programmatic changes necessary to minimize jail use and improve efficiency in the criminal justice system.
 Meeting Information: Committee meets ___ (how often and where)

#	Position	Name
1	Whatcom County Deputy Executive	Tyler Schroeder
2	Whatcom County Jail	Bill Elfo, C: Wendy Jones
		Agency Tech
3	Whatcom County Prosecuting Attorney	Dave McEachran, C: Kathy Walker
		Agency Tech:
4	Whatcom County Public Defender	Starck Follis, C: Angela Anderson
		Agency Tech:
5	Whatcom County Superior Court	Judge Deborra Garrett (Presiding), C: Dave Reynolds
		Agency Tech:
6	Whatcom County District Court	Judges Grant & Elich , C: Bruce Van Glubt
		Agency Tech:
7	Bellingham Municipal Court	Judge Debora Lev , C: Darlene Peterson
		Agency Tech:
8	Health Department	Regina Delahunt, C: Anne Deacon
		Agency Tech:
9	Bellingham Police	Kelli Linville, C: David Doll, Peter Ruffatto, Marti Mulholland
		Agency Tech:
10	Bellingham City Attorney	Kelli Linville, C: David Doll, Peter Ruffatto, Marti Mulholland
		Agency Tech:
11	State Law Enforcement	Agency Tech:
12	Small Cities: Police	Raylene King
13	Small Cities: City Attorney	
14	Small Cities: Municipal Court	Agency Tech:
15	Small Cities: Information Technology Staff	
16	Lummi Nation	Lummi Indian Business Council; 360-312-2000 Nick Lewis: nickolausL@lummi-nsn.gov ; 360-303-6084
		Agency Tech:
17	North Sound Behavioral Health Organization	Joe Valentine, C: Betsy Kruse
		Agency Tech:
18	Information Technology Staff: County	Perry Rice

19	Information Technology Staff: Bellingham	Kelli Linville, C: David Doll, Peter Ruffatto, Marti Mulholland Agency Tech:
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Also, suggested by Sheriff Elfo: Western Washington University Police Department, Chief Darin Rasmussen Darin.Rasmussen@wwu.edu

DRAFT

Information Needs and Data Exchange (INDEX) Subcommittee

MISSION STATEMENT:

The mission of the Information Needs and Data Exchange (INDEX) Subcommittee is to develop a data collection and reporting system that accurately informs policymakers when considering programmatic changes necessary to minimize jail use and improve efficiency in the criminal justice system.

GOALS:

To achieve the mission, the INDEX Committee will:

- Figure out the baseline statistics on jail use to determine whether or not programmatic changes will be successful.
- Identify how to assess performance and establish metrics that would determine the success of each new initiative.
- Identify where data is a barrier to implementing various initiatives.
- Identify data that can indicate the presence of racial, poverty, gender, and other social and economic disparities in the criminal justice system
- Maximize the accuracy of a data collection system by integrating the system across all jurisdictions.
- Establish a realistic and achievable percentage decrease in the jail population.
- Allow policymakers to refine processes, improve the way things work together, and then observing outcomes.

BEGINNING TASKS:

Achieving these goals will include the following tasks:

- Determine what data is collected currently, by whom, and when
- Identify the current data collection systems, including software, used by each agency and jurisdiction
- Identify data points not collected
- Identify baseline information across all data points
- Develop accurate definitions and a glossary of terms that includes national standards, which can be applied uniformly across all agencies and jurisdictions to create clarity in the data reports

STRUCTURE:

The INDEX Committee structure includes: 1. A technical workgroup, and 2. A policy workgroup. Within that structure, the policy workgroup would drive the process and guide the work of the technical workgroup in terms of objectives.

Policy Workgroup

The policy workgroup would be the Incarceration Prevention and Reduction Task Force

- The policy group is comprised of policymakers who will determine the policy, goals, and outcomes of the INDEX Committee.

Technical Workgroup

The technical group includes the information technology, department, and agency staff who can identify the existing data collection systems and data that will conform to the outcomes.

- The technical workgroup would interact with the policy workgroup about the possible options to achieve those policies and outcomes.
- The technical workgroup would identify how best to track the data to achieve the policies and outcomes.

The technical workgroup would be representatives from the following agencies. The representatives selected should have detailed knowledge about the data collection and software systems used by and data collected from their agencies:

- Whatcom County Jail
- Whatcom County Prosecutor's Office
- Whatcom County Public Defender's Office
- Bellingham Municipal Court
- Small Cities municipal court(s)
- District Court
- Superior Court
- Whatcom County Health Department
- North Sound Behavioral Health Organization
- Law Enforcement: Cities, County, State
- City Attorney's Office: Bellingham, Small Cities
- Lummi Nation
- Information Technology Staff: Bellingham, County, and (if possible) small cities

INCARCERATION PREVENTION & REDUCTION TASK FORCE IDENTIFIED DATA, OUTCOMES, TRENDS, AND ISSUES FOR THE INDEX COMMITTEE

Suggestions regarding specific **data points** to collect:

A data collection system should collect information on individuals involved in the criminal justice system, particularly where criminal justice intersects with behavioral health (mental health and substance use disorder) issues.

- What are the behavioral health disorders identified for each inmate
 - Does the inmate have serious and persistent mental illness, which is defined as very symptomatic and chronic
 - Behavioral health issues that are not serious and/or persistent
- What are the legal charges that allows them to divert from jail
- Whether the person has had services previously, and if so, what were those services
- What is the social metadata: social, legal, family
- What kind of substance use disorder
- GRACE cohort to provide data
- The ability to collect, sort, and report data by person
- The ability to collect, sort, and report data by booked offense and final charge (felony) and by booked citation charge (gross misdemeanor)
- Data on failures to appear (FTAs)

TRIAGE FACILITY: Data Points

- Daily Census and length of stay
- Number of admissions per unit, including referral source:
 - 1) Hospital Psych unit step-down
 - 2) Emergency Department
 - 3) EMS drop-off
 - 4) Law Enforcement drop-off
 - 5) Treatment provider
 - 6) Social Service provider (i.e., housing)
 - 7) Self
- Number and reason for denials, including:
 - 1) No bed capacity
 - 2) Inappropriate referral
 - a. level of care not required (not acute enough)
 - b. higher level of care required
 - c. inability of unit to manage behaviors that pose a significant risk of harm to others
- Discharge information, including:
 - A. Transferred
 - 1) to in-patient treatment setting (MH or SUD)
 - 2) to out-patient treatment provider (MH or SUD)
 - 3) back to community treatment provider
 - 4) to higher level of medical care
 - B. Left against clinical/medical advice
- Housing status upon discharge, including:
 - 1) Return to homeless
 - 2) Return to home with no further treatment
- Medication Assisted Treatment initiated and connected to ongoing provider

WARRANTS: Data Points

- Define all categories of warrants: Is it an FTA warrant? An arrest warrant, reissued warrant?
- Newly issued versus re-issued warrants
- Number of active warrants
- The reason each warrant is issued.

RECIDIVISM: Data Points

- Define recidivism
- Recidivism rates
- how long after jail or court release until the person was booked on a new crime?
- The recidivism rate of each program
- Number of people on pretrial status who are later charged with a crime. If a crime was committed, what was the crime?

CHARGES: Data Points

- Filed charge(s) (from the Prosecutor)
- Booked citation charge(s)
- Indicate charges that come from the border
- Indicate the misdemeanor, gross misdemeanor, and felony cases that are cited in the field or referred to Prosecuting Attorney for charging decision without a physical arrest.

- The ability to run a report on the number of people booked (probable cause) under each booked offense
- The ability to run a report on the number of people charged (prosecutorial) under each final charge

JAIL ALTERNATIVES: Data Points

- Does the defendant have a history with one of the special courts?
- The number of people who are diverted from jail
- Identify the impact of a new program on jail population
- Number of persons screened for participation in Jail Alternative programs at a courthouse centric location
- number of persons who report for participation in Jail Alternative programs
- Number of persons connected to the appropriate electronic home monitoring device at the request of District Court for pre-trial or probation monitoring. Number of reported pretrial or probation violations referred to the District Court;
- Number of persons and bed days served through jail alternative programs by specific program

MISC OTHER: Data Points

- All the data points used for the Vera Institute report
- Number of people in jail
- Bond amount by prosecutorial charge
- The length of time it takes to process each case
- The number of people who are being held pretrial
- Number of persons for whom probable cause exists for arrest, who are diverted to a) Mental Health Triage and/or b) Substance Abuse treatment at the new Triage Center;
- Number of persons for whom probable cause exists for arrest, who are diverted to other mental health facilities (St. Joseph's, etc.);
- FTA history, including the date of the FTA and age of defendant at the time the FTA was issued (distinguish between adults and juveniles)
- Identify how many people with minor misdemeanors and no warrants are due to the officers choosing to either not book, divert, or refer to the Prosecutor

Goals and outcomes of [data interpretation from the data collection system](#):

A data collection system should provide agencies and decision-makers the information necessary to accurately assess the following questions:

- MULTI-JURISDICTONAL CHARGES: Inform the criminal justice system with the data necessary to develop agreements that would allow multi-jurisdictional court dates for people with concurrent warrants or different charges in more than one jurisdiction. Allow data to be shared across jurisdictions to help people navigate through the court system efficiently and resolve warrants in any jurisdiction. People have different charges in different courts. How do they know if they are talking about the same person, and do those multiple charges in multiple jurisdictions by the same person inflate the data somehow?
- WARRANTS ISSUED IN ERROR: In all systems, including the Judicial Access Browser System (JABS), warrants issued in error need to be deleted or indicated the warrant was issued in error

- METRICS FOR PROGRAM SUCCESS: Need the data necessary to provide information on the success of ongoing projects from the agencies, jurisdictions, and Task Force, including: electronic home monitoring, pretrial services, book-and-release, diversion from criminal justice and/or hospital to triage facility, and other items on the work plan. Are there improved health and wellness of individuals who receive services at the triage facility
- EXISTING PROGRAMS AND SERVICES: What programs exist to address behavioral health disorders of jail inmates
- ESTABLISH BENCHMARKS: Determine maximum utilization of triage facility. Create baseline information and benchmarks that can be monitored to track success of programs and processes.

WARRANTS: Suggestions regarding data collection system/reports:

- The ability to indicate if a person has warrants in multiple courts, both inside Whatcom County and outside Whatcom County. If so, what is the booked offense?
- The ability to run a report on whether warrants increased or decreased with the implementation of phone call reminder programs and other programs
- The ability to run a report on the number and scope/nature of warrants issued.
- The ability to run a report on how many people have warrants in multiple jurisdictions
- The ability to collect, sort, and report data by warrant
- Consider a combined multi-jurisdictional court dates for people with concurrent warrants in more than one jurisdiction.

Suggestions regarding [data collection system and processes](#):

A data collection system should be constructed with features that make the system as efficient, comprehensive, and transparent as possible.

MISCELLANEOUS:

- Collect and distinguish between booking, court, and jail information/data
- Distinguish between the data points/categories and the algorithms of the report to produce correct interpretations of the data
- Create accurate and consistent definitions
- People entering data need to be adequately trained to enter consistent information correctly
- Algorithms must be accurate
- Take advantage of new technology for efficiency in data entering and reporting.

DATA SHARING:

- Connect the intake data from the triage center, social services, emergency department and other medical sources, law enforcement, possibly via claims data
- Consider whether the County, in concert with the managed care organizations (MCOs), could pay the regional Behavioral Health Organization (BHO) to collect all the data as a central repository
- Can law enforcement bill for, and consequently report on, transport data
- Enhanced data sharing: The systems of all jurisdictions must communicate. Provide access for each jurisdiction to easily access data from other jurisdictions.
- Be as transparent as possible for the community about who is in the jail and why
- Allow the City of Bellingham, all the small cities, and all the tribes to have complete (read-only) access to the Sheriff's records in the Spillman system
- Reach out to and include Tribes when incorporating data.

JAIL INTERVIEWS:

- A confidential interviewer at the jail
- Create information on people in jail versus out of jail
- Interview people who have been in jail in the last six months
- Offer an incentive to participate in an interview
- An assessment at point of release: jail and triage facility