


Administration Process

Key Components of City of Faith
Administration Operations



Community Relations – Recruitment

1. CRB includes:
 - a) Facility Director
 - b) Employment Placement Specialist
 - c) Community Treatment Provider
 - d) Social Service Representative
 - e) Law Enforcement
 - f) Employer & Education partners
 - g) Elected Official
 - h) Options: Former clients (2+ years post-supervision)
2. Tools: Company email, meeting minutes



Community Relations – Meeting Agenda

- Required recurring topics:
 - a) Current RRC population
 - b) Volunteer hours during the reporting period
 - c) Police-involved incidents
 - d) Ongoing community initiatives
- Other business
 - a) COF events
 - b) Community involvement

Compliance – Notes in AIR

- Compliance events
- Compliance matrix
- Incident reports

Compliance – Audits

- Proficiency audits required for all positions
- Forms found in Forms Bureau
- HR reviews any deviations from policy

Compliance – R3M

- Report all client transitions (H/C, escape, furlough, etc.)
- Must update R3M promptly to ensure proper payment



Maintenance – Inspections

- Inspections required: hourly, weekly, monthly, quarterly, yearly
- Staff involved in documenting:
 - Electrical issues
 - Cleanliness & repairs

Routine Maintenance

- Monitor:
 - Air filters
 - Lawn care
 - Light bulbs, etc.

Reporting

- All issues documented on COFESS via Forms Bureau
- Report serious issues to supervisor immediately



Programming – Individual Program Plans (IPP)

- New clients go through intake + orientation
- IPP completed during intake process
- Submitted to Case Manager



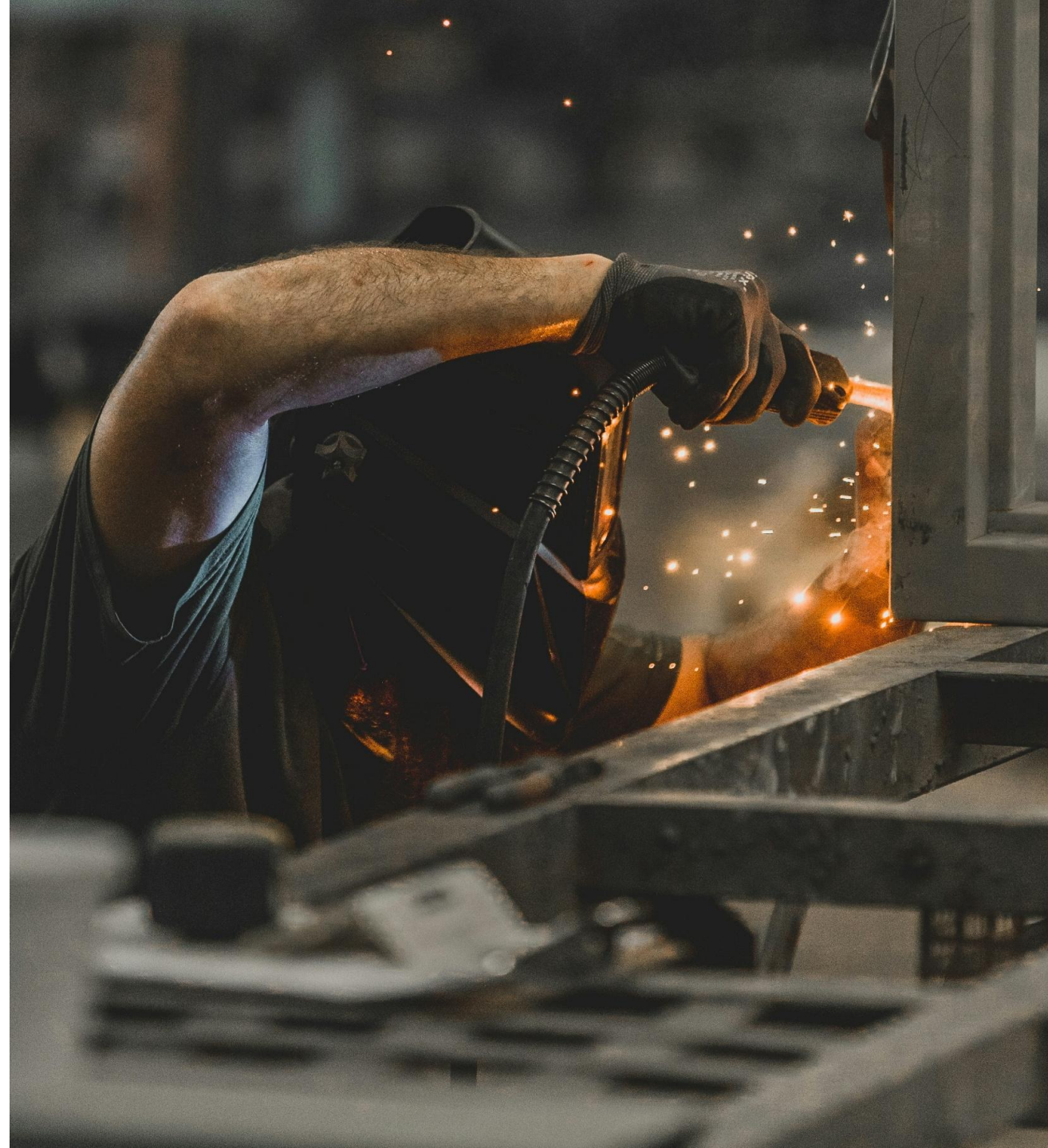
Biweekly Progress Reports

- IPP finalized in first 10 days
- Progress reviewed every two weeks
- Focus on movement toward H/C
- Documents signed & stored in approved location



Employment & Home Confinement

- All eligible clients must be employed
- EPS meeting required early
- Biweekly home/workplace visits by staff



Communication – Internal Meetings

- Weekly L10 meetings
- Monthly location staff meetings
- Quarterly All Staff Meetings
- Annual gatherings



Program Review Team

- Meets monthly
- Members: Facility Director, Case Manager, EPS, Treatment Specialist, USPO/BOP (if available)
- Reviews client progress

