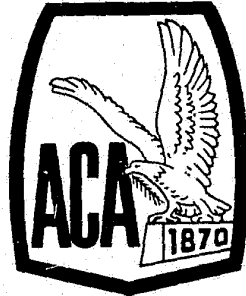


# AMERICAN CORRECTIONAL ASSOCIATION



61708

4321 HARTWICK ROAD, SUITE 208  
COLLEGE PARK, MARYLAND 20740  
(301) 864-1070

NCJRS

OCT 22 1979

ACQUISITIONS

ACCREDITATION OF CORRECTIONAL SERVICES



LEAA GRANT NUMBER 77-ED-99-0020(S-1)

FINAL REPORT ✓

Submitted to: Program Management Team  
Office of Criminal Justice Programs  
Law Enforcement Assistance Administration  
633 Indiana Avenue, N. W.  
Washington, D. C. 20531

By: American Correctional Association  
4321 Hartwick Road  
College Park, Maryland 20740

Due Date: April 30, 1979

 <b>U. S. DEPARTMENT OF JUSTICE LAW ENFORCEMENT ASSISTANCE ADMINISTRATION</b>		<b>CATEGORICAL GRANT PROGRESS REPORT</b>	
GRANTEE American Correctional Association	LEAA GRANT NO. 77-ED-99-0020(S-1)	DATE OF REPORT 4/30/79	REPORT NO. 19
IMPLEMENTING SUBGRANTEE  (Same)	TYPE OF REPORT <input type="checkbox"/> REGULAR <input type="checkbox"/> SPECIAL REQUEST <input checked="" type="checkbox"/> FINAL REPORT		
SHORT TITLE OF PROJECT Accreditation of Correctional Services	GRANT AMOUNT \$284,697		
REPORT IS SUBMITTED FOR THE PERIOD 8/1/77		THROUGH 3/31/79	
SIGNATURE OF PROJECT DIRECTOR 	TYPED NAME & TITLE OF PROJECT DIRECTOR Robert H. Fosen, Ph.D. Executive Director		
COMMENCE REPORT HERE (Add continuation pages as required.)			
<p><u>Introduction</u></p> <p>The Commission on Accreditation for Corrections, Inc., is a private, nonprofit organization which was incorporated in the State of Maryland on October 18, 1974. From its inception in 1974 until April 1, 1979, the Commission has been sponsored by the American Correctional Association and funded principally by the Law Enforcement Assistance Administration, United States Department of Justice. The organizational independence of the Commission from ACA, effective April 1, 1979, has been an operational objective since the establishment of the Commission, and is strongly supported by ACA. The financial and administrative independence of the Commission notwithstanding, both the Commission and ACA will continue to maintain the important cooperative relationship which has existed between the two organizations throughout the Commission's existence.</p> <p>The original mandate to the Commission was two-fold: the development of comprehensive standards for all areas of adult and juvenile corrections and the implementation of a national, voluntary accreditation program by which compliance with the standards would be measured. During the four years from 1974 through 1978, the Commission developed nine volumes of standards, addressing all areas of adult and juvenile corrections. In addition to developing standards, the Commission also initiated its national accreditation program on August 12, 1977. However, concurrent with the Commission's independence from ACA, the dual role will be amended, and the ACA will have the primary responsibility for standards development and revision. The Commission, while maintaining joint approval of the standards, will concentrate on the accreditation of correctional agencies.</p> <p>Although efforts to upgrade correctional services began in this country more than a century ago, the Commission's work represents</p>			
NOTE: No further monies or other benefits may be paid out under this program unless this report is completed and filed as required by existing law and regulations (FMC 74-7; Omnibus Crime Control Act of 1976).			
RECEIVED BY GRANTEE STATE PLANNING AGENCY (Official)			DATE

the only effort to develop comprehensive, operational standards as well as the only effort to establish a voluntary accreditation program for the implementation of the standards. Moreover, the Commission represents a major effort by the field of corrections to improve its service. Corrections professionals, individually and through their agencies, have worked actively with the Commission and ACA in the standards development and accreditation program. The involvement and support of correctional practitioners have been key to the successful completion of stringent but realistic standards and the initiation of a practical accreditation program.

#### Final Quarter Activities

With particular focus on the quarter just completed, the activities and accomplishments of the Commission on Accreditation for Corrections have been as follows:

1. In cooperation with the Committee on Standards and Accreditation of the American Correctional Association, the Manual of Standards for Juvenile Detention Facilities and Services was completed and distributed nationwide;
2. In further cooperation with the American Correctional Association's Committee on Standards and Accreditation, the Manual of Standards for Juvenile Training Schools was completed and forwarded for publication;
3. The Commission's tenth and final manual of standards, the Manual of Standards for the Administration of Correctional Services was completed, approved and prepared for publication;
4. Accreditation field activity continued to expand with a total of 117 agencies involved, in one status or another, in the accreditation process. Of the 117 agencies, approximately 50 had entered contractual status with the Commission by the end of the reporting period. Agencies involved include the California Department of Corrections, the Federal Bureau of Prisons, the Florida Department of Corrections and a number of others;
5. The Commission accredited the Montana Bureau of Community Services in February, 1979;
6. The objective of recruiting and employing both an Assistant Director for Adult Programs and an additional secretary by the end of the reporting period was postponed to the subsequent quarter with the approval of the Project Monitor. Since the subsequent quarter will be the first quarter of a new grant year, it is anticipated that this decision will facilitate the recruitment and employment of persons for these positions;

7. Through its Development Committee, the Commission continued to make progress in the articulation and implementation of a fund-raising strategy;
8. The Commission's By-Laws Revision Committee prepared recommendations for revisions in the By-Laws for presentation to the Commission at its regular meeting scheduled for May, 1979;
9. Through the efforts of the Executive Director of the American Correctional Association, Mr. Anthony P. Travisono, substantial progress was achieved in expanding the membership of the Commission consistent with earlier agreements made between ACA, LEAA and the Commission. Accordingly, the American Bar Association, the American Institute of Architects, the American Medical Association and the National Sheriffs' Association are expected to add representatives to the Commission in the very near future;
10. The Commission began review and revision of its accreditation fee structure during the reporting period. Along with proposed changes in accreditation policy and procedure, it is expected that changes in the Commission's fee structure will be considered at the regular meeting of the Commission scheduled for September, 1979;
11. Juvenile community residential service agencies were invited to join the accreditation process during the reporting period;
12. Preparations were made during the reporting period to invite additional juvenile agencies and programs to join the accreditation process and program promulgated by the Commission. Such preparations were undertaken with juvenile detention facilities and service agencies, and with juvenile probation and aftercare service agencies;
13. The Commission continued during the reporting period to monitor agencies previously accredited;
14. Availability of the Manual of Standards for Juvenile Probation and Aftercare Services and the Manual of Standards for Juvenile Detention Facilities and Services was announced during the reporting period;
15. The Commission continued to participate with local agencies in the design and distribution of announcements concerning the accreditation of units within their areas of responsibility;
16. The administrative and fiscal independence of the Commission occurred at the end of the reporting period. A suitable press release was prepared and distributed to the press;

17. As provided in the grant award, the Commission continued preparation of audio-visuals for use in the accreditation process. Progress was achieved in the development of such audio-visuals for juvenile community residential services, juvenile probation and aftercare services, and for adult detention facilities and services;
18. The Commission organized, prepared and presented a major training session for field consultants and consultant-examiners in February, 1979. A similar training session for project directors and other staff associated with the LEAA Correctional Standards Accreditation Project was presented in January, 1979;
19. A regular meeting of the Commission was held in New Orleans, Louisiana, on February 6-7, 1979. The Commission discussed its activities with respect to the Attorney General's standards, the IJA/ABA standards and the likelihood that the Commission's May meeting will include review of an accreditation application from the Vienna Correctional Center, Vienna, Illinois;
20. The Commission initiated the practice of contacting accreditation managers and other personnel in jurisdictions involved in the accreditation process on a periodic basis. Monitoring has assured efficiency and effectiveness in the accreditation program;
21. During the reporting period, the Executive Director of the Commission has maintained liason with the staff of LEAA most concerned with the standards and accreditation effort under way at the present time;
22. The National Institute of Corrections expressed strong interest in the Commission's accreditation program during the reporting period. The Director of NIC, Mr. Allen Breed, invited the Commission to submit an application to NIC for support of the training of field consultants and consultant-examiners needed in the juvenile accreditation process;
23. A method to segregate grant costs and expenses in the fourth grant year was submitted to LEAA:
24. During the reporting period, the Commission established bank accounts, activated employee benefits, including health insurance, life insurance, disability coverage and pension plan, and obtained office insurance, including an employee fidelity bond. In addition, all necessary forms for daily accounting procedures were developed, and a State of Maryland tax exemption was obtained.

List of Attachments for Final Report

Grant Number 77-ED-99-0020(S-1)

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|--------------|--|
| Attachment A | The Minutes of the Commission's<br>New Orleans Meeting |
| Attachment B | Our March Activity Report                              |
| Attachment C | Materials Printed and Produced                         |
| Attachment D | Prior Quarterly Reports                                |

ATTACHMENT A  
COMMISSION ON ACCREDITATION FOR CORRECTIONS

Minutes of Regular Meeting

Tuesday-Wednesday, February 6-7, 1979  
Bourbon-Orleans Ramada  
New Orleans, Louisiana

Members Present:      Thomas J. Mangogna      Marcella C. Rapp  
                         Alfred B. Coate            Amos E. Reed  
                         Edna L. Goodrich        Irvin M. Riedman  
                         Ralph A. Jefferson      Joseph R. Rowan  
                         William Lucas            Daniel L. Skoler  
                         H. G. Moeller            J. Steven Tremont  
                         W. W. Nuernberger      Robert J. Watson  
                         Wayne K. Patterson     J. Robert Weber

Members Absent:      Donald R. Hammergren   Robert P. Heyne

Staff Present:        Robert H. Fosen, Executive Director  
                         Jane O. Ferris, Associate Director  
                         Sharon L. Johnson, Assistant Director

Also Present:        Richard Bakken  
                         Oregon Department of Corrections  
  
                         Dan Harris  
                         American Medical Association  
  
                         Milton McAngus  
                         Alvis House, Columbus, Ohio  
  
                         Sheriff Thomas H. Morrissey  
                         National Sheriffs' Association  
  
                         Raymond S. Olsen  
                         American Correctional Association  
  
                         Sheriff Don Omodt  
                         National Sheriffs' Association  
  
                         Nick Pappas  
                         Law Enforcement Assistance Administration  
  
                         Ernest G. Reimer  
                         American Correctional Association  
  
                         Dale K. Sechrest  
                         American Correctional Association  
  
                         Anthony P. Trivisono  
                         American Correctional Association  
  
                         Norman Wirkler  
                         American Institute of Architects  
  
                         A. F. Wrenshall  
                         Correctional Services of Canada  
  
                         Carolyn Zimmet  
                         Montana Bureau of Community Services

Presiding:            Thomas J. Mangogna



The meeting was convened by Chairman Mangogna at 9 a.m., Tuesday, February 6.

Approval of Minutes of November 19-21, 1978, Meeting of the Commission.

Chairman Mangogna noted that the Minutes should be amended to include the introduction of all guests who attended the meeting. In addition, he indicated that the date for the meeting between Messrs. Pappas and Rector was to occur by September 30, 1978, and should be indicated on page 3, paragraph 2.

Mr. Riedman motioned to accept the Minutes with the above-stated amendments. Mr. Moeller seconded the motion, which carried.

Report of Activities and Progress Since November 19-21, 1978, Meeting of the Commission.

Messrs. Mangogna and Reed discussed the joint meeting of representatives from the ABA and the ACA/Commission. The ACA/Commission representatives, appointed by ACA President Norman Carlson, included Gene Barkin, Thomas Mangogna, Ruth Pappert, Amos Reed, and Sam Sublett. The meeting was successful in view of the extent of agreement reached between the two groups. While some differences of opinion still remain, the majority of issues raised relative to the two sets of standards were resolved in favor of the ACA/Commission standards.

Messrs. Fosen, Sechrest, Skoler, and Travisono discussed the proposed IJA/ABA juvenile standards. It was reported that there appears to be some dissension among the groups attending the ABA conference in Atlanta which will immediately follow the Commission's meeting. Mr. Sechrest will address the standards session at the ABA meeting in an attempt to have a vote on the standards deferred by the Delegate Assembly until a meeting can be held between IJA/ABA and the ACA/Commission.

Mr. Reed asked Mr. Travisono to report on the meeting between U. S. Attorney General Bell and ACA/Commission representatives, including Bill Leeke, Amos Reed, and Tony Travisono. Mr. Travisono reported that the December meeting actually occurred with Deputy Attorney General Civiletti and Associate Deputy Attorney General Fiederowicz (Fiederowicz has now left the Justice Department). Mr. Civiletti indicated that he intends to reinstitute the in-house Justice Department task force on standards as well as reconstitute the task force including representatives from the ACA, ABA, NSA, and Justice Department in order to reconcile the draft federal standards with the ACA/Commission standards. It is expected that once consensus on the standards is reached, the Attorney General would issue standards only for use by the Federal Bureau of Prisons and hopefully endorse the ACA/Commission standards. Mr. Reed added that their reception had been most cordial, and that he felt confident that Mr. Civiletti was knowledgeable about the scope of the task needed to forge an agreement. He

further stated that there were no significant differences of opinions between the individuals in the meeting, but an understanding of the position of the Attorney General's office in this matter.

Mr. Fosen announced that the first invitations to juvenile agencies to participate in accreditation had recently been sent out to juvenile community residential services. He further explained that juvenile accreditation activities would not be covered by the LEAA grant, but that Mr. Pappas had been most cooperative in concluding an agreement which would allow the Commission to discount the grant for resources used to carry out juvenile activities.

Mr. Fosen explained that the bifurcation of standards and accreditation activities had occurred with Mr. Sechrest's move to the ACA offices in College Park. He stated that with the approval of the tenth volume of standards at the current meeting and the publication of the last two volumes of juvenile standards, the Commission's original mission of developing a comprehensive set of operational standards for all areas of adult and juvenile standards would be concluded. Mr. Sechrest will proceed with the revision of the standards in the same order as the manuals were published. The second edition of the *Manual of Standards for Adult Parole Authorities* is expected by November, 1979, along with the companion volume of model policies and procedures. Mr. Sechrest will provide a more extensive report on his activities at the Commission's May meeting.

Mr. Fosen reported that Lloyd Heflin had been hired as the Commission's Business Manager and would be responsible for all fiscal management. Also, Mr. Fosen stated that the fourth year LEAA grant was moving smoothly through the review and approval process.

Mr. Fosen also reported that the Vienna, Illinois, Correctional Center had submitted its Self Evaluation Report and would probably be considered for accreditation by the Commission at its May meeting. Vienna is the first institution to complete the self-evaluation phase of the accreditation process. In addition, Mr. Fosen reported that the Florida Department of Corrections was entering all 24 of its adult institutions in accreditation.

Messrs. Fosen and Pappas discussed the LEAA Correctional Standards Accreditation Program (CSAP), through which 11 states are entered in the accreditation process. The 11 states include: Arizona, Colorado, Connecticut, Iowa, Louisiana, Maine, Maryland, Massachusetts, Minnesota, New Jersey, and Vermont. Mr. Fosen explained that a special training session had been held for the 11 states in Washington at the Justice Department. Mr. Pappas further explained that CSAP is serving an information and data collection purpose not only for LEAA but also for correctional administrators nationally. The study should result in a determination of the operational constraints, physical plant renovations, fiscal resources, person hours, and so forth, that

are required for agencies to successfully proceed through the accreditation process and comply with the standards. In addition, the program should provide some insight into institutional/organizational change as it occurs within agencies seeking accreditation. LEAA anticipates that this information will be useful to the Commission.

Messrs. Fosen, Mangogna and Pappas discussed the use of an information tear-out in the ACA Journal to determine which corrections administrators are using the standards for an informal agency evaluation prior to becoming involved in the accreditation process. Mr. Travisono agreed that such a tear-out would be useful and approved its use in the Journal. Mr. Moeller motioned to proceed with the design and use of such a tear-out in the Journal. Mr. Weber seconded the motion, which carried.

Ms. Johnson discussed the Commission's training activities, which included the LEAA CSAP session held January 7-10, 1979, and the consultant training session scheduled for February 12-14, 1979. She indicated that increased accreditation activities would require a minimum of six more training sessions by the end of the year, including those for juvenile accreditation consultants. She noted that financial resources to support juvenile consultant training will need to be secured from sources other than LEAA.

Ms. Ferris reported that accreditation activity has increased significantly, particularly since the initiation of the LEAA program. She agreed with Mr. Fosen that the Commission can expect to consider the Vienna Correctional Center's accreditation in May, and will probably have several other institution accreditations to consider at the fall meeting.

Commission members then discussed their standards and accreditation activities since the November meeting. Mr. Reed, in addition to attending the meeting with the Attorney General's staff, also participated in a task force which provided on-site technical assistance at Stateville Correctional Center in Joliet, Illinois. Ms. Rapp reported that she and Messrs. Fosen, Mangogna and Travisono attended the Western Correctional Association meeting in Colorado. A standards and accreditation session was scheduled at the Governor's Mansion for members of the state legislature, but was poorly attended. However, she had received a call after the meeting from the state judicial budget committee concerning accreditation.

Chairman Mangogna introduced all guests including the representatives from the American Institute of Architects, American Medical Association and National Sheriffs' Association. Chairman Mangogna noted that there was a scheduled item on the agenda which would allow for formal remarks from these representatives later in the meeting.

Report of the Committee on Residential/Transitional Services.

Mr. Tremont, Chairman of the Committee on Residential/Transitional Services, discussed the speed with which the Montana Bureau of Community Services completed the accreditation process. He explained that Bureau Chief Carolyn Zimmet had used the standards in developing the new state community corrections program. Mr. Tremont asked Ms. Zimmet if she would like to address the Commission. Ms. Zimmet acknowledged that she had used the standards in developing Montana's Bureau of Community Services. She had been aware of and involved with the standards since a meeting in St. Louis four years earlier with the International Halfway House Association. Ms. Zimmet stated that she intended to require private agencies in Montana to be accredited in order to be eligible for state contracts.

Mr. McAngus then gave his report as Chairman of the Visiting Committee which audited the Montana Bureau of Community Services. He stated that the program and its facilities are in good shape and cooperates with and relies on other components of the Montana Department of Corrections for some services. Mr. McAngus reported that the Visiting Committee recommends accreditation for three years based on the results of the audit.

Chairman Mangogna called the consideration of the accreditation in Executive Session. All guests were asked to return in approximately one hour.

Mr. McAngus discussed the specific areas of noncompliance as stated in the Visiting Committee Report. He commended the Montana Bureau of Community Services for their hard work and cooperation.

Ms. Zimmet expressed her appreciation for the professional attitude and high quality of work of the Visiting Committee. She then asked that the Commission reverse the findings of the Visiting Committee for standards 2094, 2119, 2131, 2136, 2137, and 2173. After presenting her documentation and justification, much discussion ensued with the Commission. (Ms. Zimmet's report is amended to the copy of the Minutes which are maintained at the Commission's office.)

Chairman Mangogna asked Mr. McAngus and Ms. Zimmet to wait outside the meeting for final consideration of all decisions relating to Montana's accreditation.

Mr. Coate abstained from participating in the voting on any issue regarding Montana.

The following decisions were rendered by the Commission with regard to the Montana Bureau of Community Services:

2045 Mr. Weber moved that the agency was not in compliance. Mr. Skoler seconded the motion, which carried.

2094 Mr. Moeller moved that the agency was in compliance. Mr. Weber seconded the motion, which carried.

2072 Mr. Skoler moved that the agency was in compliance. Mr. Tremont seconded the motion, which carried.

2119 Mr. Weber moved that the agency was in compliance. Mr. Reed seconded the motion, which carried.

2131 Mr. Weber moved that the agency was not in compliance. Mr. Moeller seconded the motion, which carried.

2136 Mr. Weber moved that the agency was in compliance. Ms. Rapp seconded the motion, which carried.

2137 Mr. Weber moved that the agency was not in compliance. Mr. Moeller seconded the motion, which carried.

2173 Mr. Moeller moved that the agency was in compliance. Mr. Skoler seconded the motion, which carried. Messrs. Tremont and Weber cast negative votes.

Mr. Patterson abstained from voting on all the above issues.

By roll call vote, with Messrs. Coate and Patterson abstaining, the Commission voted to award a three-year accreditation to the Montana Bureau of Community Services.

Based on the discussion of volunteer services during the Montana accreditation decision, Ms. Goodrich moved that the interpretation of students as volunteers, regardless of academic credit given for the work, be considered by the Key Issues Committee. Mr. Weber seconded the motion, which carried.

Chairman Mangogna invited Ms. Zimmet and Mr. McAngus to return to the meeting. He then, after disclosing the results of the vote on the individual standards, presented Ms. Zimmet with the accreditation certificates for the following two facilities administered by the Montana Bureau of Community Services: Life Skills Center, Ft. Missoula; and Women's Life Skills Home, Billings. Chairman Mangogna then thanked Mr. McAngus for the hard work of the Visiting Committee and commended them for a job well done.

Report of the Finance Committee

Mr. Weber, Chairman of the Finance Committee, discussed the Treasurer's Report and noted the overruns in supplies because of the increased training activity as well as the increased overhead rate charged by ACA.

Mr. Fosen explained that sufficient funds remained to continue the third year grant activities until March 31, 1979, through a no cost extension.

Report of the By-Laws Revision Committee

Chairman Mangogna spoke on behalf of Mr. Heyne who was unable to attend and expressed his regrets. He stated that the issue of seating new members, not elected but representing other national organizations, requires a special review of the By-Laws and appropriate revisions to reflect the necessary changes. Chairman Mangogna explained that Mr. Heyne would have prepared suggested revisions for consideration at the next meeting.

Discussion ensued as to the eligibility of members to serve on the Executive Committee. Mr. Moeller moved that Commission members could serve on the Executive Committee after having served one year on the Commission rather than only being eligible for nomination to the Executive Committee after one year of service. Mr. Weber seconded the motion, which carried.

Report of the Nominating Committee

Chairman Mangogna appointed Messrs. Hammergren and Skoler as members of the Committee and appointed himself as Chairman. The Committee will present its report to the full Commission at the May meeting.

Report of the Key Issues Committee

Mr. Reed, Chairman of the Key Issues Committee, called on Ms. Ferris to report the proposed recommendations of the Committee. Ms. Ferris read a resolution regarding the accreditation of total corrections systems: "In order to accredit a system, all agencies under direct control of the system and all contractual residential centers must be accredited by the Commission on Accreditation for Corrections. Contracts for services must require compliance with all statutes and case law on corrections."

After much discussion regarding innovative programs it was decided by consensus to add to the resolution: "The Commission

encourages and grants exceptions for innovative programs."

The resolution, with the addition, was approved by consensus.

Ms. Ferris then reported out that the Committee recommended the admission of private-for-profit community residential services into the accreditation process. The recommendation was approved by consensus.

Ms. Ferris explained that at question was the definition of a "satellite" unit for purposes of on-site auditing. After some discussion, the Commission agreed by consensus that all residential areas of an institution, including satellites, must be observed first hand by the Visiting Committee for purposes of accreditation of an institution.

Ms. Ferris reported that for purposes of salary comparability between parole authority members and judges of general jurisdiction, the Committee recommended that not more than 20% differences in salaries be considered comparable. The recommendation was approved by consensus.

For the record, Mr. Reed then moved that all four items be approved as recommended by the Committee. Mr. Weber seconded the motion, which carried.

#### Approval of Commission Consultant Nominees

The following decisions were rendered on the proposed consultants:

##### Approved Adult Parole Authorities

Marjorie A. Jennings  
Benjamin J. Malcolm  
Burnette Napier  
William R. Robinson  
Salvatore J. Russoniello

##### Adult Community Residential Services

Albert G. Brown  
Bradford J. Brown  
Peter L. Flynn  
Neil J. Houston  
Allan P. Kasprzak  
Dorthea A. Keller  
Arthur McDonald

Kent W. Mason  
James P. Murphy  
Robert C. Preziosi  
Christopher H. Richmond  
Kenneth L. Setter  
Gwendolyn F. Sid Berry  
Neil F. Tilow

Adult Probation and Parole Field Services

Alexander Almasy  
C. Allen Barrett  
H. C. Duffie  
Daniel J. Lipstein  
John C. Maloney  
J. P. Pratt  
Bardwell R. Stebbins  
Ted O. Wisner (if he is retiring)

Adult Correctional Institutions

John N. Brown  
Elizabeth L. Durland  
Leo L. Meyer  
E. O. Toft (after retirement; also for ACRS)  
Wayne B. Winebrenner

Adult Local Detention Facilities

Gary R. Blake

Disapproved

Ronald G. Burke  
Ralph DeLoach (conflict; federal employee)  
Bennie F. Hill  
Randall J. Polisky  
David Fogel  
Ernest J. Nagel  
David Struckoff  
Paul Splain

For the record, Messrs. Mangogna, Skoler, Tremont, and Weber voted against the disapproval of Mr. Fogel.

Mr. Skoler led the discussion that the consultant approval process should be amended as follows: Names would be tentatively approved, and after training, the staff would resubmit for final approval



the names of individuals who successfully participated in the training session. Mr. Skoler moved that the consultant approval process be so amended and reflected in Commission written policy statements. Mr. Rowan seconded the motion, which carried.

Introduction of Representatives of the American Bar Association, American Institute of Architects, American Medical Association, and National Sheriffs' Association

Chairman Mangogna introduced Norman Wirkler, AIA; Dan Harris, AMA; and Tom Morrissey and Don Omodt, NSA. Due to an annual meeting the ABA did not send a representative at this time, but did indicate interest in pursuing representation on the Commission.

Chairman Mangogna explained that he and Commission staff had met with the representatives the day before and discussed the Commission. Messrs. Harris, Morrissey, Omodt, and Wirkler all made statements to the Commission indicating their personal interest and the interest of their respective organizations. Messrs. Morrissey and Omodt have been named as officials designates. Messrs. Harris and Wirkler were in attendance to indicate organizational interest, although final representatives had not yet been selected by the AIA or AMA.

Much discussion ensued which encouraged the cooperation of the Commission and the respective organizations. Chairman Mangogna concluded the discussion by referring to the earlier discussion of the By-Laws Committee, noting that final decisions would be made as soon as practicable.

Report of the Committee on the Manual of Standards for the Administration and Organization of Correctional Services

Mr. Moeller, Chairman of the Committee, led the discussion of the review meeting held the day before. He commended Ernie Reimer for an excellent job in preparing the proposed standards. Following discussion on the issue, Mr. Moeller moved that proposed chapters two and three be deleted from the manual of standards, but that those materials be prepared, published and widely distributed. Mr. Rowan seconded the motion, which carried. The matter of how to publish the materials in chapter two and three, which propose organizational structures, was passed by consensus to the Chairman for consideration and recommendation back to the Commission.

Chairman Mangogna then recessed the meeting until 9:00am, Wednesday. Chairman Mangogna reconvened the meeting at 9:00am, Wednesday, February 7, 1979.

### Introduction of Canadian Corrections Official

Chairman Mangogna introduced A. F. Wrenshall, Inspector General, Correctional Services of Canada. Mr. Wrenshall expressed his esteem for the Commission and its work and briefly discussed the forthcoming accreditation simulation project in the Atlantic Region of Canada. Mr. Fosen thanked Mr. Wrenshall for his remarks and reiterated the Commission's high expectations for the project.

Chairman Mangogna asked Mr. Skoler to chair the meeting in his absence.

### Approval of Proposed Standards for the Organization and Administration of Correctional Services

After much review and discussion, Mr. Moeller moved for the consolidation of the Records and Administration standards into one section. Mr. Watson seconded the motion, which carried.

After concluding the review of the proposed standards, Mr. Moeller moved for the adoption of the standards in principle and their submission to the ACA Committee on Standards and Accreditation for approval after revisions were made reflecting the Commission's review. Mr. Watson seconded the motion, which carried.

### Report of Development Committee

Mr. Tremont, Chairman of the Committee, reported out the following goals of the Committee for 1979:

- (1) Pursue one year's operating budget, approximately \$810,000.
- (2) Staff to prepare functional budget by March 1 for joint review at May meeting by Finance and Development Committees.
- (3) Staff to prepare list of contract persons at foundations which have previously contributed to the Commission.
- (4) Secure \$26,400 as match for fourth year grant.
- (5) Secure \$30,000 grant to prepare three remaining audio-visual presentations.
- (6) Identify additional members to serve on Development Committee.
- (7) Secure operating funds for Development Committee.
- (8) Enlist Wayne Hopkins, who has indicated an interest in and cooperation with the Development Committee.

Much discussion ensued, particularly between Messrs. Mangogna, Pappas and Tremont. Mr. Watson expressed his desire for the Committee to use the advice provided by Charles Johnson of Lilly Endowment.

Mr. Tremont moved for the adoption of the Committee's goals. Mr. Coate seconded the motion, which carried.

#### Other Business

Mr. Tremont suggested that, given the time taken in Commission meeting to hear the Visiting Committee Chairman and the Candidate Agency Administrator during the accreditation consideration, these individuals meet with the appropriate review committee for full disclosure prior to the Commission meeting. The Committee would then report out the findings to the Commission. It was the consensus of the Commission that this procedure would save time, but that the Visiting Committee Chairman and the Candidate Agency Administration should still be available to the full Commission for questions if necessary.

Mr. Tremont also discussed the withdrawal of agencies from the accreditation process. After much discussion, Mr. Reed moved to accept the resolution that the Commission would allow but not approve such withdrawal. Mr. Lucas seconded the motion, which carried.

Chairman Mangogna discussed the need for some financial relief to agencies which purchase Commission materials in large quantities. After discussion, Mr. Skoler moved that orders of more than 100 copies of the same publication be sold at a 50% discount. Mr. Coate seconded the motion, which carried.

Mr. Skoler discussed the need for an evaluation mechanism relative to consultants. He asked that staff initiate work on developing an evaluation tool for use by the Commission with regard to field consultants and consultant examiners.

Mr. Skoler also discussed the inadequacy of the per diem for Commission members. Mr. Pappas indicated that he would look into the subject and see if an exception could be made to meet actual expenses. Messrs. Fosen and Pappas discussed the possibility of establishing an honorarium.

Mr. Mangogna discussed allowing the representatives from AIA, AMA and NSA to remain with the Commission during Executive Session. It was then agreed by consensus that the representatives could remain.

After some discussion, it was agreed that the next meeting would be tentatively scheduled for May 16-18, 1979, in Washington, D.C.

There being no further business, Chairman Mangogna adjourned the meeting at 1:30pm.

Respectfully submitted,

Robert H. Fosen, Secretary  
Commission on Accreditation  
for Corrections

APPROVED:

Thomas J. Mangogna, Chairman  
Commission on Accreditation  
for Corrections

ATTACHMENT B

## COMMISSION ON ACCREDITATION FOR CORRECTIONS

## MARCH ACTIVITY REPORT

Accreditation Scoreboard

	APA	ACRS	APPFS	ACI	ALDF*	TOTAL
APPLICANT	7	38	10	11	17	83
CORRESPONDENT**	1	12	2	5	1	23
CANDIDATE***	--	4	1	2	--	5
ACCREDITED****	1	5	--	--	--	6
						<hr/> 117

\*APA - Adult Parole Authorities; ACRS - Adult Community Residential Services; APPFS - Adult Probation and Parole Field Services; ACI - Adult Correctional Institutions; ALDF - Adult Local Detention Facilities

\*\*Correspondent Agencies: (APA) Idaho Commission on Pardons and Parole (ACRS) Alpha House Foundation, Baltimore, Md.; California Department of Corrections Community Treatment Centers; Federal Bureau of Prisons Community Treatment Centers; Ozanam Residence of Dade County, Miami, Fla.; The Salvation Army-Channel Enterprises, Boise, Idaho; Volunteers of America-Greater D. C., Springfield, Va.; Volunteers of America-LA, New Orleans, La.; Volunteers of America, Minneapolis, Minn. (APPFS) California Department of Corrections Parole Services; Idaho Bureau of Probation and Parole (ALDF) Cabell County, West Virginia, Jail (ACI) California Department of Corrections; Federal Bureau of Prisons; Idaho Board of Corrections; Illinois Department of Corrections; Oklahoma Department of Corrections

\*\*\*Candidate Agencies: Connecticut Halfway House, Inc., Hartford, Conn.; Dismas House of Saint Louis, St. Louis, Mo.; Illinois Department of Corrections (Menard and Vienna); Oklahoma Department of Corrections Community Treatment Program; Pioneer Cooperative Affiliation, Seattle, Wash.; Oklahoma Department of Probation and Parole Services

\*\*\*\*Accredited Agencies: Bureau of Rehabilitation of the National Capital Area, Washington, D. C.; Magdala Foundation, St. Louis, Mo.; Montana Bureau of Community Services; New Jersey State Parole Board, Trenton, New Jersey; The Mahoning County Residential Treatment Center, Youngstown, Ohio; Talbert House, Cincinnati, Ohio

### Grant Activity

Meetings with staff from LEAA and the Institute for Economic Policy Studies to continue dialogue and coordination of efforts for the 11 states participating in the LEAA Correctional Standards Accreditation Program (CSAP).

Prepared and submitted to LEAA a monitoring system for the 11 states in CSAP.

Meetings with executive staff of the National Institute for Corrections to discuss NIC's support and interest in the accreditation effort and the submission of a grant application for juvenile consultant training program.

The Canadian contract was finalized to allow for a simulation of the accreditation process in Canada.

Final administrative and fiscal preparation for the termination of the third-year grant. A letter of agreement proposing the disposition of publication sales and other Commission materials was sent to ACA.

Preparation of and submission to LEAA of a method to segregate grant costs and expenses in the following year. This will allow for a distinct division of resources in carrying out all Commission activities, including those not covered in the LEAA grant (i.e., juvenile accreditation activities).

### Meeting Activity

Commission members and/or staff attended the following meetings:

Florida Department of Corrections officials re: Florida's accreditation activities; Office

National Institute of Corrections executive staff re: support for Commission activities; Washington, D. C.

National Institute of Corrections public hearings re: testimony; Houston, Texas

Programs for Female Offenders Meetings re: presentation on standards; Pomona, California

Sixth Annual Meeting, National Council of Juvenile Court Judges re: presentation on juvenile standards and accreditation; Miami, Florida

March Activity/p. 3

U. S. Department of Labor re: programs for female offenders;  
Washington, D. C.

### Standards Activity

Final production and publication of the Manual of Standards for Juvenile Detention Facilities and Services.

Final revision completed on juvenile training school standards.

All work on standards has been done in direct and continuous liaison with Dale Sechrest and staff at ACA's Standards Revision and Model Policy Development Project.

### Accreditation Activity

Visiting Committee audit of Vienna Correctional Center, Vienna, Illinois.

Staff review of all Self Evaluation Reports received from agencies entering Candidate Status, including Federal Bureau of Prisons, Illinois Department of Corrections, and Oklahoma Department of Corrections.

Continuous staff liaison with LEAA CSAP participants, including issuance of agency manuals and assistance with standards interpretations and accreditation procedures. All Self Evaluation Reports are due from CSAP participants by May 1.

### General Activity

Established Commission bank accounts; activated employee benefits program, including health insurance, life insurance, disability coverage and pension plan; and obtained office insurance, including employee fidelity bond.

Developed all necessary forms for daily accounting procedures.

Obtained State of Maryland tax exemption.

Completed competitive bidding and awarded contract to complete three audio-visual presentations covering adult detention facilities, juvenile community residential services, and juvenile probation and aftercare services.

ATTACHMENT C

MATERIALS PRINTED AND PRODUCED

Publications

*Accreditation: Blueprint for Corrections*  
*Manual of Standards for Adult Parole Authorities (July, 1976)*  
*Manual of Standards for Adult Community Residential Services*  
*(April, 1977)*  
*Manual of Standards for Adult Probation and Parole Field*  
*Services (July, 1977)*  
*Manual of Standards for Adult Correctional Institutions*  
*(August, 1977)*  
*Manual of Standards for Adult Local Detention Facilities*  
*(December, 1977)*  
*Manual of Standards for Juvenile Community Residential*  
*Services (April, 1978)*  
*Manual of Standards for Juvenile Probation and Aftercare*  
*Services (July, 1978)*  
*Manual of Standards for Juvenile Detention Facilities*  
*and Services (November, 1978)*  
*Manual of Standards for Juvenile Training Schools (January, 1979)*  
*Manual of Standards and Guidelines for the Administration*  
*of Correctional Services (April, 1979)*  
*Progress Report 1977*  
*Progress Report 1978*


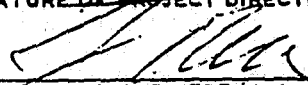
Film

*Accreditation: All Systems Go!*

Audio-Visuals

*The Way to Accreditation: Adult Parole Authorities*  
*The Way to Accreditation: Adult Community Residential*  
*Services*  
*The Way to Accreditation: Adult Probation and Parole*  
*Field Services*  
*The Way to Accreditation: Adult Correctional Institutions*  
*The Way to Accreditation: Juvenile Community Residential Services*  
*The Way to Accreditation: Juvenile Probation and Aftercare Services*  
*The Way to Accreditation: Adult Detention Facilities and Services*



 <p align="center"><b>U. S. DEPARTMENT OF JUSTICE</b> <b>LAW ENFORCEMENT ASSISTANCE ADMINISTRATION</b></p>	<p align="center"><b>DISCRETIONARY GRANT</b> <b>PROGRESS REPORT</b></p>		
<p>GRANTEE American Correctional Association</p>	<p>LEAA GRANT NO. 76-ED-00-0016 77-ED-99-0020</p>	<p>DATE OF REPORT Oct. 31, 1977</p>	<p>REPORT NO. 13</p>
<p>IMPLEMENTING SUBGRANTEE  Same</p>	<p>TYPE OF REPORT <input checked="" type="checkbox"/> REGULAR QUARTERLY <input type="checkbox"/> SPECIAL REQUEST <input type="checkbox"/> FINAL REPORT</p>		
<p>SHORT TITLE OF PROJECT Accreditation of Correctional Services</p>	<p>GRANT AMOUNT \$328,555 (76-ED-00-0016) \$360,261 (77-ED-99-0020)</p>		
<p>REPORT IS SUBMITTED FOR THE PERIOD 7-1-77</p>		<p>THROUGH 9-30-77</p>	
<p>SIGNATURE OF PROJECT DIRECTOR </p>	<p>TYPED NAME &amp; TITLE OF PROJECT DIRECTOR Robert H. Fosen, Ph.D. Executive Director</p>		
<p>COMMENCE REPORT HERE (Add continuation pages as required.)</p>			
<p>The activities and accomplishments of the Commission of Accreditation for Corrections during the period indicated above have been as follows:</p>			
<ol style="list-style-type: none"> <li>1. The American Correctional Association and the Commission on Accreditation for Corrections jointly approved and adopted 465 standards for adult correctional institutions. These standards were promulgated by the Association and the Commission as the <u>Manual of Standards for Adult Correctional Institutions</u> in August, 1977. The 465 standards are organized under 29 topics, including Administration, Organization and Management; Training and Staff Development; Planning and Coordination; Records; Physical Plant; Security and Control; Sanitation, Safety and Hygiene; Medical and Health Care Services; Inmate Rights and Inmate Rules and Discipline;</li> <li>2. Joint approval/adoption of 208 standards for adult probation and parole field services was also accomplished by the Association and the Commission. These standards were promulgated in July, 1977, as the <u>Manual of Standards for Adult Probation and Parole Field Services</u>. The standards are organized under the following nine headings: Administration, Organization and Management; Personnel; Fiscal Management; Case Record; Management Information Systems; Planning and Coordination; Research; Supervision; Probation and Parole Agencies; and Presentence Investigation and Report;</li> <li>3. In cooperation with the Association's Committee on Standards and Accreditation, the Commission completed 384 standards for adult local detention facilities. Prepublication copies of this material were made available to the Law Enforcement Assistance Administration on approximately October 1, 1977. It is expected that the <u>Manual of Standards for Adult Local Detention Facilities</u> will be published and made available to the field by December 31, 1977. The material in this <u>Manual</u> is organized under 22 topical headings, including Administration, Organization and Management; Training and Staff Development; Physical Plant; Safety and Sanitation; Inmate Clothing and Hygienic Living Conditions; Medical and Health Care Services; Food Services; Inmate Rules and Discipline;</li> </ol>			
<p>RECEIVED BY GRANTEE STATE PLANNING AGENCY (Official)</p>			<p>DATE</p>

Mail and Visiting, Reception, Orientation, Property Control and Release; Classification; Inmate Employment; Inmate Services and Programs; and Community Resources;

4. A first draft of 229 standards for youth community residential services has been prepared and distributed to the members of the Commission for approval and adoption at the next meeting of the Commission in November, 1977. It is expected that the Manual of Standards for Youth Community Residential Services will be published and made available to the field in January, 1978. Thirteen topical headings are used in organizing the 229 standards, and include: Administration; Personnel; Facility; Intake; Program; Food Service; Medical and Health Care Services; Citizen and Volunteer Involvement; Client Records and Evaluation;

5. The Commission's manuals of standards, including those that have been completed during the current reporting period, have been given wide distribution throughout the country. This distribution has included Governors, State Attorneys General, state planning agency directors, corrections officials, the media, and selected private organizations and associations that have demonstrated interest in the criminal justice field;

6. The Commission has produced a booklet, entitled "Accreditation: Blueprint for Corrections". The booklet is a summary of the Commission's policies and procedures for conduct of the accreditation program throughout the correctional field. Material covered includes definitions of selected terminology; information about participation; eligibility criteria; information about applying for accreditation; the various statuses in the accreditation process; and information about the standards compliance audit, the reconsideration process and reaccreditation;

7. Commission members and staff participated in the National Seminar on Correctional Standards, held in Washington, D. C., on August 1-2, 1977. Sponsored by the American Correctional Association, the Seminar was designed to explore possibilities for broadened participation in the accreditation program by other national organizations and associations in addition to the American Correctional Association. Representatives of the American Bar Association, the American Institute of Architects and the American Medical Association joined representatives from other groups in discussing correctional standards, accreditation and various avenues through which such organizations might join together in promulgating standards and in conducting an accreditation program for the field of corrections. It is expected that additional meetings and discussions will be held on this topic in the near future;

8. Commission members and staff participated in the 107th Congress of Correction, held in Milwaukee, Wisconsin, August 17-24, 1977. The program presented by the Commission included a major session and seven workshops. Each of these sessions enjoyed near capacity attendance, and participants demonstrated keen interest in both the Commission's standards and accreditation process;
9. The Law Enforcement Assistance Administration approved the American Correctional Association's request for third-year funding for "Accreditation of Correctional Services", effective August 1, 1977;
10. The Commission produced an "Agency Manual of Accreditation Policy and Procedure" for use by correctional agencies engaged in the accreditation process. This material is made available to the administrator of the agency when the agency enters the self-evaluation phase of the accreditation process.



U. S. DEPARTMENT OF JUSTICE  
LAW ENFORCEMENT ASSISTANCE ADMINISTRATION

DISCRETIONARY GRANT  
PROGRESS REPORT

GRANTEE American Correctional Association		LEAA GRANT NO. 77-ED-99-0020 77-ED-99-0020-S1	DATE OF REPORT Feb. 8, 1978	REPORT NO. 14
COMPLEMENTING SUBGRANTEE  (same)		TYPE OF REPORT <input checked="" type="checkbox"/> REGULAR QUARTERLY <input type="checkbox"/> SPECIAL REQUEST <input type="checkbox"/> FINAL REPORT		
SHORT TITLE OF PROJECT Accreditation of Correctional Services		GRANT AMOUNT \$360,261 (77-ED-99-0020) 74,2		
REPORT IS SUBMITTED FOR THE PERIOD 10-1-77		THROUGH 12-31-77		
SIGNATURE OF PROJECT DIRECTOR 		TYPED NAME & TITLE OF PROJECT DIRECTOR Robert H. Fosen, Ph.D. Executive Director		

COMMENCE REPORT HERE (Add continuation pages as required.)

The activities and accomplishments of the Commission on Accreditation for Corrections during the period indicated above have been as follows:



1. In cooperation with the American Correctional Association, the Commission on Accreditation for Corrections completed the Manual of Standards for Adult Local Detention Facilities in December, 1977. Through earlier review and comment, a number of organizations contributed to the new Manual. Assistance was received from the American Medical Association, the International Association of Chiefs of Police, the National Association of Counties, the National Jail Association, the National Jail Management Association, the National Sheriffs' Association, and the United States Bureau of Prisons. The material in the Manual is organized under 22 topical headings, including Administration, Organization and Management; Training and Staff Development; Physical Plant; Safety and Sanitation; Inmate Clothing and Hygienic Living Conditions; Medical and Health Care Services; Food Services; Inmate Rules and Discipline; Mail and Visiting; Reception, Orientation, Release and Property Control; Classification; Inmate Work Programs; Inmate Services and Programs; and Community Resources. Wide distribution of the new Manual is planned, including one copy to each jail in the United States;
2. In a meeting in December, 1977, the American Correctional Association Committee on Standards and Accreditation approved/adopted 224 standards for the forthcoming Manual of Standards for Youth Community Residential Services. These standards were approved and adopted by the Commission at its regular meeting in November, 1977;
3. A preliminary draft of 230 standards for the forthcoming Manual of Standards for Youth Probation and Parole Field Services has been prepared by the staff of the Commission. These standards will be presented to both the Commission and the Association's Committee on Standards and Accreditation at the forthcoming ACA

Mid-Winter Meeting in Phoenix, Arizona;

4. The United States Department of Justice has continued to demonstrate keen interest in the standards promulgated by the Association and the Commission. During the reporting period indicated above, and under the auspices of the Department of Justice, two meetings were held with representatives of the ABA, the ACA, the AIA, the AMA, and the NSA for the purpose of discussing the standards developed by the Commission. It is expected that the Department of Justice will announce findings with reference to these activities in the very near future;
5. As of December 31, 1977, 34 corrections agencies had expressed interest in accreditation through written correspondence to the Commission. These agencies include adult parole authorities, adult community residential service agencies, adult probation and parole field service agencies, and adult correctional institutions;
6. Four 80-slide audio-visual presentations on standards and accreditation have been completed through a grant from the Lilly Endowment, Inc. Entitled "The Way to Accreditation", the audio-visual presentations will be used in the training of Commission consultants and consultant-examiners, and as a means of orienting agency staff as to agency responsibilities in the accreditation process;
7. The Board of Commissioners of the Commission and the Executive Committee of the American Correctional Association developed a "Memorandum of Understanding" as a means of clarifying both Association and Commission responsibilities in the development and conduct of an accreditation program for the field of corrections. The "Memorandum of Understanding" will be reviewed and revised periodically, and serves as a formal line of communication between the Commission and the Association;
8. Work has started on the preparation of a Manual of Standards for the Organization and Administration of Correctional Services. This Manual, which will define minimum operations requirements for the collective service delivery performance of corrections agencies within jurisdictions, is scheduled for completion before the end of 1978. Topics for which standards will be prepared include Purpose and Goals; Statutory Provisions; Linkages within the System; Organization and Administration of Individual Correctional Services; Quality Control; Personnel, Training and Management-Employee Relations; Planning, Information Systems, Research and Evaluation;


Communication and Coordination; Intake, Classification, Transfer and Records; Offender Programs and Services; Offender Rights; Role of Parole Board; and Juvenile Corrections;

9. The Commission organized and conducted its first training program for consultants and consultant-examiners. The training was conducted over a two and one-half day period, and was presented to ten consultant-trainees who will either assist agencies in the accreditation process or serve as members of visiting committees or audit teams in the certification of agency compliance with the Commission's standards;
10. The next meeting of the Commission has been scheduled for February 13-14, 1978, preceding and in conjunction with the Mid-Winter Meeting of the American Correctional Association in Phoenix, Arizona.

 <p><b>U. S. DEPARTMENT OF JUSTICE</b> <b>LAW ENFORCEMENT ASSISTANCE ADMINISTRATION</b></p>	<p align="center"><b>DISCRETIONARY GRANT</b> <b>PROGRESS REPORT</b></p>		
<p>GRANTEE <b>American Correctional Association</b></p>	<p>LEAA GRANT NO. 77-ED-99-0020 77-ED-99-0020-S1</p>	<p>DATE OF REPORT May 15, 1978</p>	<p>REPORT NO. 15</p>
<p>IMPLEMENTING SUBGRANTEE  (same)</p>	<p>TYPE OF REPORT <input checked="" type="checkbox"/> REGULAR QUARTERLY    <input type="checkbox"/> SPECIAL REQUEST <input type="checkbox"/> FINAL REPORT</p>		
<p>SHORT TITLE OF PROJECT <b>Accreditation of Correctional Services</b></p>	<p>GRANT AMOUNT \$360,261 (77-ED-99-0020) 74,263 (77-ED-99-0020-S1)</p>		
<p>REPORT IS SUBMITTED FOR THE PERIOD 1-1-78 THROUGH 3-31-78</p>			
<p>SIGNATURE OF PROJECT DIRECTOR </p>	<p>TYPED NAME &amp; TITLE OF PROJECT DIRECTOR Robert H. Fosen, Ph.D. Executive Director</p>		
<p>COMMENCE REPORT HERE (Add continuation pages as required.)</p>			
<p>The activities and accomplishments of the Commission on Accreditation for Corrections during the period indicated above have been as follows:</p>			
<ol style="list-style-type: none"> <li>1. The Commission's <u>Manual of Standards for Adult Local Detention Facilities</u> has been distributed throughout the country to sheriffs, jail administrators, state corrections directors, governors, state attorneys general, state planning agency administrators, media, state and federal legislators, and special interest groups. Approximately 4,000 copies of the <u>Manual</u> were distributed to these individuals and groups;</li> <li>2. Wide distribution of the Commission's five manuals of standards has led to widespread interest in the standards and the accreditation program and process. Commission members and staff have been invited to participate in an increasing number of national and regional meetings in which the standards and accreditation procedure have been discussed;</li> <li>3. In cooperation with the American Correctional Association, the Commission completed the <u>Manual of Standards for Juvenile Community Residential Services</u> in March, 1978. Through prior review and comment, a number of organizations contributed to the new <u>Manual</u>. Assistance was received from the Contra Costa County, California, Probation Department; the Florida Department of Health and Rehabilitative Services; the Department for Human Services of Jefferson County, Kentucky; and, the San Mateo County, California, Probation Department. The staffs of the boys' and girls' homes of Montgomery County, Inc. (Maryland) and the Ohio Youth Commission also assisted in reviewing the standards. The material in the <u>Manual</u> is organized under 13 topical headings, including Administration, Fiscal Management, Personnel, Facility, Admission, Program, Food Service, Medical Care and Health Services, Special Procedures, Citizen and Volunteer Involvement, Records, Communication and Coordination, and Evaluation. Wide distribution of the new <u>Manual</u> is planned;</li> </ol>			
<p>RECEIVED BY GRANTEE STATE PLANNING AGENCY (Official)</p>			<p>DATE</p>

4. In meetings in February, 1978, both the Commission and the Committee on Standards and Accreditation of the American Correctional Association approved/adopted the final standards required for the Manual of Standards for Youth Community Residential Services. The two groups met both separately and together and planned future activities in the approval and adoption of standards needed by the juvenile field;
5. Future manuals of standards for the juvenile field will include a Manual of Standards for Juvenile Probation and Aftercare Services, a Manual of Standards for Juvenile Detention Centers, and a Manual of Standards for Juvenile Training Schools;
6. As of March 31, 1978, fifty separate corrections agencies had expressed interest in the accreditation process. Nine of these agencies have signed formal contracts with the Commission and are proceeding through the steps leading to accreditation;
7. The United States Department of Justice has continued to demonstrate keen interest in the standards promulgated by the Association and the Commission. It is expected that the Department of Justice will announce findings with reference to this interest in the very near future;
8. "The Way to Accreditation" an 80-slide audio-visual presentation prepared through a grant from the Lilly Endowment, Inc., has been shown to corrections groups throughout the country. The presentation has been successful in generating interest in the accreditation process;
9. Work has continued on the preparation of a Manual of Standards for the Organization and Administration of Correctional Services. This Manual is scheduled for completion before the end of 1978, and will include minimum operations requirements for the performance of corrections agencies within major jurisdictions at the federal, state and local levels;
10. The next meeting of the Commission has been scheduled to take place in conjunction with the 108th Congress of Correction, scheduled for August 20-23, 1978, Portland, Oregon.



 <p><b>U. S. DEPARTMENT OF JUSTICE</b> <b>LAW ENFORCEMENT ASSISTANCE ADMINISTRATION</b></p>	<p><b>DISCRETIONARY GRANT</b> <b>PROGRESS REPORT</b></p>
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GRANTEE <b>American Correctional Association</b>	LEAA GRANT NO. <b>77-ED-99-0020</b>	DATE OF REPORT <b>Aug. 8, 1978</b>	REPORT NO. <b>16</b>
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IMPLEMENTING SUBGRANTEE <p style="text-align: center;">(same)</p>	TYPE OF REPORT <input checked="" type="checkbox"/> REGULAR QUARTERLY <input type="checkbox"/> SPECIAL REQUEST <input type="checkbox"/> FINAL REPORT
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SHORT TITLE OF PROJECT <b>Accreditation of Correctional Services</b>	GRANT AMOUNT <b>\$360,261</b>
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REPORT IS SUBMITTED FOR THE PERIOD <b>4-1-78</b>	THROUGH <b>6-30-78</b>
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SIGNATURE OF PROJECT DIRECTOR	TYPED NAME & TITLE OF PROJECT DIRECTOR <b>Robert H. Fosen, Ph.D.</b> <b>Executive Director</b>
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COMMENCE REPORT HERE (Add continuation pages as required.)

During the period indicated above, the activities and accomplishments of the Commission on Accreditation for Corrections have been as follows:

1. In cooperation with the American Correctional Association, the Commission completed the Manual of Standards for Juvenile Probation and Aftercare Services in June, 1978. Through helpful review and comment, a number of organizations contributed to the new manual. Assistance was received from the Jefferson County, Kentucky, Department for Human Resources, the Kent School of Social Work, University of Louisville, and the Mary Hurst School for Girls. Additional assistance was received from the Office of Juvenile Justice and Delinquency Prevention of LEAA and from the Illinois Department of Corrections Juvenile Division Advisory Board. The material in the manual is organized under 15 topical headings; including Administration, Organization and Management; Personnel; Fiscal Management; Case Records; Management Information Systems; Planning and Coordination; Research; Volunteer Involvement; Intake; Community Placement Programs; Placement, Transfer, Termination and Removal Process; Supervision-Probation and Parole Agencies; Supervision-Parole Agencies Only; Predisposition Investigation and Report; and Parole Authority Release and Revocation, including release hearing provisions and revocation provisions. Wide distribution of the new manual is planned;
  
2. Increasingly wide distribution of the Commission's six manuals of standards has led to growing interest in the standards and accreditation program promulgated by the American Correctional Association and the Commission. Commission members and staff have been invited to participate in a growing number of national and regional meetings in which standards and accreditation have been major topics. The most recent such meeting was the 25th National Institute on Crime and Delinquency, held in the latter part of June in Miami Beach, Florida;

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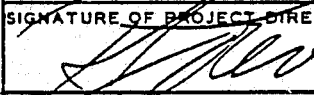
3. The first nationally recognized, professional accreditations of correctional programs were awarded in May to community corrections agencies in Washington, D. C.; St. Louis, Missouri; Cincinnati, Ohio; and Youngstown, Ohio;
4. As of the close of the reporting period, approximately 75 corrections agencies were participating in the accreditation program and process. Most of these agencies were in the process of receiving and studying proposed contracts with the Commission, and in seeking funds to meet the costs of accreditation fees. However, as of the end of June, at least 12 of these agencies had formally entered into contractual agreements with the Commission for the pursuit of accreditation;
5. Future manuals of standards for the juvenile field will include a Manual of Standards for Juvenile Detention Facilities and a Manual of Standards for Juvenile Training Schools;
6. Effort has continued within the Commission on the preparation of a Manual of Standards for the Organization and Administration of Correctional Services. This manual will contain standards for central office operations and guidelines for the organization and coordination of adult and juvenile services. It will not mandate or press for a specific organizational structure, but will propose several organizational models which will facilitate compliance with all of the standards;
7. The standards promulgated by the American Correctional Association and the Commission represent the primary source of standards for the recently issued Federal Standards for Corrections, by the United States Department of Justice. Few significant differences exist between the two groups of standards, and an optimistic view is that both sets of standards will contribute measurably to the professionalization of the field of corrections;
8. In meetings in May, the Commission considered possible policy changes related to periods of accreditation and the desirability of mandatory standards for accreditation. The Commission also elected new officers for the 1978-79 period as follows:

Chairman	Thomas J. Mangogna
Vice Chairman	Donald R. Hammergren
Treasurer	J. Robert Weber
Executive	
Committee Member	H. G. (Gus) Moeller
Executive	
Committee Member	W. W. Nuernberger

9. During the reporting period, the Commission prepared for its eventual administrative and fiscal independence by initiating the development of personnel and fiscal policy manuals, the definition of new staff requirements, including the need for a

fiscal officer, the articulation of fund-raising strategies and requirements, and in defining minimal communications requirements between the Commission and the American Correctional Association and the Law Enforcement Assistance Administration;

10. The next meeting of the Commission has been scheduled to take place in conjunction with the 108th Congress of Correction, scheduled for August 20-23, 1978, Portland, Oregon.

 <b>U. S. DEPARTMENT OF JUSTICE LAW ENFORCEMENT ASSISTANCE ADMINISTRATION</b>		<b>CATEGORICAL GRANT PROGRESS REPORT</b>	
GRANTEE		LEAA GRANT NO.	DATE OF REPORT
American Correctional Association		77-ED-99-0020	Dec. 11'78
IMPLEMENTING SUBGRANTEE		REPORT NO.	
(Same)		77-ED-99-0020 (S-1) 17	
SHORT TITLE OF PROJECT		TYPE OF REPORT	
Accreditation of Correctional Services		<input checked="" type="checkbox"/> REGULAR <input type="checkbox"/> SPECIAL REQUEST <input type="checkbox"/> FINAL REPORT	
GRANT AMOUNT		REPORT IS SUBMITTED FOR THE PERIOD	
\$360,261		7-1-78	
284,697 (S-1)		THROUGH 9-30-78	
SIGNATURE OF PROJECT DIRECTOR		TYPED NAME & TITLE OF PROJECT DIRECTOR	
		Robert H. Fosen, Ph.D. Executive Director	
COMMENCE REPORT HERE (Add continuation pages as required.) During the period indicated above, the activities and accomplishments of the Commission on Accreditation for Corrections have been as follows:			
<ol style="list-style-type: none"> <li>1. While scheduled for July, 1978, the summer meeting of the Commission was held in August in Portland, Oregon, in concert with the 108th Congress of Correction of the American Correctional Association. Joint meetings between Commission and Association representatives were thereby facilitated;</li> <li>2. Plans made earlier to design and implement a data processing system during the period indicated above have been postponed to the January-March, 1979, quarter. Since a sufficiently large data base was not available by the end of the reporting period, a decision to postpone the design of the system was made in concert with the Project Monitor;</li> <li>3. A formal evaluation of third-year activities of the Commission was waived by the Project Monitor. An LEAA assessment of Commission publications, their promulgation and distribution, and a listing of corrections agencies involved in the accreditation process at the end of the third year was completed in lieu of an outside evaluation at much greater cost;</li> <li>4. In cooperation with the Committee on Standards and Accreditation of the American Correctional Association, the Commission completed the <u>Manual of Standards for Juvenile Probation and Aftercare Services</u> in June, 1978. The new manual was published in July, 1978, and was distributed widely to juvenile agencies and programs, as well as to other groups, across the United States;</li> </ol>			
NOTE: No further monies or other benefits may be paid out under this program unless this report is completed and filed as required by existing law and regulations (FMC 74-7; Omnibus Crime Control Act of 1976).			
RECEIVED BY GRANTEE STATE PLANNING AGENCY (Official)			DATE

5. Corrections agencies, other criminal justice agencies and the general public received much more information on standards and accreditation during the period indicated above than in any other comparable period in the history of Commission activities. Articles in appropriate media, Commission attendance at national conferences and special seminars, and extensive mailings of all Commission materials have contributed significantly to improved understanding of the Commission's goals and objectives;
6. A final report of operations and activities during the third grant year was completed during the period indicated above. "Progress Report - 1978" was published in July, 1978. The report contains a statement of activities and accomplishments, and lists available materials, the Commission Board of Commissioners and staff, the American Correctional Association Board of Directors and Committee on Standards and Accreditation, and indicates the Commission's Statement of Principles;
7. Training of Commission Field Consultants and Consultant-Examiners was postponed from September to October, 1978. This second "class" of fifteen consultants was trained thoroughly in the interpretation of standards and in the implementation of accreditation policies and procedures. These individuals, along with additional consultants to be trained in the future, will be deployed by the Commission in the accreditation of corrections agencies throughout the country;
8. The Committee on Standards and Accreditation of the American Correctional Association, scheduled to meet during the period August-September, 1978, met in November, 1978, in Washington, D. C. The delay was occasioned by the need to conduct extensive field testing of standards prepared for the forthcoming Manual of Standards for Juvenile Detention Facilities. Infrequent changes in scheduling have not changed plans to complete the first series of corrections standards by the end of the current grant award, March 14, 1979;
9. At its meeting in Portland, Oregon, on August 18-19, 1978, the Commission installed a new slate of officers as follows:  
  
Thomas J. Mangogna, Chairman  
Donald R. Hammergren, Vice-Chairman  
J. Robert Weber, Treasurer  
H. G. Moeller, Executive Committee Member  
W. W. Nuernberger, Executive Committee Member
10. Mr. Charles Johnson of the Lilly Endowment has assisted the Commission in formulating strategies for future fund-raising activities. It is expected that such activities will be implemented during the Commission's fourth grant year, March 14, 1979, to March 13, 1980;

11. Commission staff continues to review and compare the Federal Standards for Corrections with the standards promulgated by the ACA and the Commission. Similar review and comparisons have been made with standards promulgated by the American Bar Association. These comparative analyses have been made available to both the Commission members and the officers of the American Correctional Association;
12. By the end of the period indicated above, over ninety corrections agencies had expressed serious interest in accreditation to the Commission. Seventeen of these agencies, including the Federal Bureau of Prisons, the Idaho Board of Corrections, the Illinois Department of Corrections and the Oklahoma Department of Corrections have entered into contractual relationship to achieve accreditation through the Commission;
13. During the period on which the current report is based, the New York Times carried a front-page story on ACA/Commission efforts towards standards and accreditation; the ACA and the Commission submitted a proposal to LEAA for continuation funding of Commission activities during the interim period August 1, 1978-March 14, 1979; and Commission staff reported that media relations had been established with over 100 sources throughout the country;
14. At its recent meeting in Portland, Oregon, the Commission approved and adopted over 400 standards for juvenile detention facilities;
15. The Portland, Oregon, meeting of the Commission also included a joint meeting of Commission members and staff with the Executive Committee and staff of the American Correctional Association. The group voted to separate the standards preparation and accreditation activities of the Commission to the end that the ACA will, in the future, prepare standards for joint approval by the Association and the Commission and, further, that the Commission will continue the implementation of standards through the accreditation process;
16. During the period indicated above, Commission staff and consultants continued preparation of standards for juvenile training schools, as well as standards for the organization and administration of correctional services.



U. S. DEPARTMENT OF JUSTICE  
LAW ENFORCEMENT ASSISTANCE ADMINISTRATION

DISCRETIONARY GRANT  
PROGRESS REPORT

GRANTEE American Correctional Association	LEAA GRANT NO. 77-ED-99-0020	DATE OF REPORT (S-1) 1-31-79	REPORT NO. 18
IMPLEMENTING SUBGRANTEE (Same)	TYPE OF REPORT <input checked="" type="checkbox"/> REGULAR QUARTERLY <input type="checkbox"/> SPECIAL REQUEST <input type="checkbox"/> FINAL REPORT		
SHORT TITLE OF PROJECT Accreditation of Correctional Services	GRANT AMOUNT \$284,697		
REPORT IS SUBMITTED FOR THE PERIOD 10-1-78		THROUGH 12-31-78	
SIGNATURE OF PROJECT DIRECTOR		TYPED NAME & TITLE OF PROJECT DIRECTOR Robert H. Fosen, Ph.D. Executive Director	

COMMENCE REPORT HERE (Add continuation pages as required.)

During the period indicated above, the activities and accomplishments of the Commission on Accreditation for Corrections have been as follows:

1. In cooperation with the Committee on Standards and Accreditation of the American Correctional Association, the Manual of Standards for Juvenile Detention Facilities and Services was completed, approved and forwarded for publication. The new manual contains standards in the areas of administration, fiscal management, personnel, training and staff development, research and evaluation, records, physical plant, sanitation, safety and hygiene, medical and health care services, food services, security and control, resident rights, resident rules and discipline, admission procedures, resident programs, communication: mail, visiting and telephone, intake, release preparation and transfer programs, and volunteer involvement;
2. In continued cooperation with the American Correctional Association's Committee on Standards and Accreditation, the Manual of Standards for Juvenile Training Schools was completed, approved and prepared for publication. When published, this manual will contain over 500 standards in the areas of administration, fiscal management, personnel, training and staff development, planning and coordination, management information systems and resident records, research and evaluation, physical plant, security and control, food service, sanitation, safety and hygiene, medical and health care services, resident rights, resident rules and discipline, mail, visiting and use of telephone, programs and services, reception, classification and transfer, release and revocation, release preparation and temporary release, and volunteer involvement;
3. The Commission's tenth and final manual, the Manual of Standards and Guidelines for the Organization of Correctional Services, scheduled for publication in the first quarter of 1979, has been completed in first draft form. Aimed at the increased effectiveness and efficiency of total correctional systems,


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this newest manual will contain both standards and broader guidelines in the areas of purpose and goals, statutory and legal provisions, programs and services, decision-making framework and criteria, code of rights for juveniles and adult offenders, planning, information systems, evaluation and research, records, administration, personnel, training and management--employee relations, communication and coordination, guidelines for the coordination of correctional services, reorganization of correctional services, and models for reorganization;

4. Accreditation field activity continued to expand with a total of 103 agencies involved, in one fashion or another, in the accreditation process. Of the 103 agencies, 22 had entered contractual status with the Commission by the end of the reporting period. Agencies involved include the California Department of Corrections, the Federal Bureau of Prisons, the Idaho Board of Corrections, the Illinois Department of Corrections, and the Oklahoma Department of Corrections;
5. The Commission accredited its first public agency, the New Jersey State Parole Board, in November, 1978;
6. Preparations were made for the invitation of juvenile agencies to join the accreditation process and program promulgated by the Commission. Initial invitees will be in the areas of juvenile community residential services, and probation and aftercare services;
7. Substantial progress was achieved during the reporting period in the further study, revision and further specification of Commission policies and procedures for accreditation. Specifically, issues and positions of the Commission were specified with reference to the need to encourage system accreditation and the participation of all corrections units within major jurisdictions involved in the accreditation program;
8. Information dissemination on a national basis continued throughout the reporting period. Specifically, the Commission's progress for 1978, a revised edition of Accreditation: Blueprint for Corrections and manuals of standards were made available to agencies and individuals throughout the United States;
9. The Commission organized, prepared and presented its second major training session for field consultants and consultant-examiners in October of 1978. Fifteen highly-qualified corrections professionals were selected and trained for future roles in accreditation activity nationwide;



10. The Commission met in November of 1978 in St. Louis, Missouri. A copy of the minutes from this meeting are attached. As noted, Dr. Dale K. Sechrest, Commission Deputy Director, completed his service with the Commission and transferred to the headquarters office of the American Correctional Association in College Park, Maryland. Consistent with agreements made earlier as to the bifurcation and standards development and accreditation, Dr. Sechrest's transfer to College Park was planned and carried out with a minimum of disruption to Commission activities. Of additional special interest is the increased coordination and cooperation between the Commission and the ACA Committee on Standards and Accreditation, providing for the Chairman of the latter group to meet with the Commission at its regular quarterly meeting;
11. The ACA Committee on Standards and Accreditation met twice during the reporting period to consider standards proposed by the Commission in the areas of juvenile detention and juvenile training schools;
12. Commission staff completed the Commission Personnel and Fiscal Policy Manual in November, 1978, a copy of which is attached. The new manual contains provisions covering employment policy, job descriptions, employee compensation, employee benefits, general office procedures, job-performance, affirmative action plan, grievance procedure, disciplinary procedures, employment separation, travel, staff development, personnel records, policy revisions, lobbying and political campaigns, and annual reports. The Commission's Personnel and Fiscal Policy Manual is a key development in the Commission's plan for administrative and operational independence as of April 1, 1979;
13. The preparation of independent Commission accounting procedures and processes was undertaken at the end of the reporting period with the employment of a Finance Officer/Business Manager;
14. The Commission completed the proposal for fourth year grant activities on December 31, 1978. The proposal was submitted to the Law Enforcement Assistance Administration on that date;
15. The next meeting of the Commission will be held on February 5-7, 1979, in conjunction with the Mid-Winter Meeting of the American Correctional Association in New Orleans, Louisiana.


 <p><b>U. S. DEPARTMENT OF JUSTICE</b> LAW ENFORCEMENT ASSISTANCE ADMINISTRATION</p>	<p><b>DISCRETIONARY GRANT</b> <b>PROGRESS REPORT</b></p>
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GRANTEE American Correctional Association	LEAA GRANT NO. 77-ED-99-0020 77-ED-99-0020-S1	DATE OF REPORT May 15, 1978 -S1	REPORT NO. 15
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IMPLEMENTING SUBGRANTEE  (same)	TYPE OF REPORT  <input checked="" type="checkbox"/> REGULAR QUARTERLY <input type="checkbox"/> SPECIAL REQUEST <input type="checkbox"/> FINAL REPORT
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SHORT TITLE OF PROJECT Accreditation of Correctional Services	GRANT AMOUNT \$360,261 (77-ED-99-0020) 74,263 (77-ED-99-0020-S1)
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REPORT IS SUBMITTED FOR THE PERIOD 1-1-78	THROUGH 3-31-78
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SIGNATURE OF PROJECT DIRECTOR 	TYPED NAME & TITLE OF PROJECT DIRECTOR Robert H. Fosen, Ph.D. Executive Director
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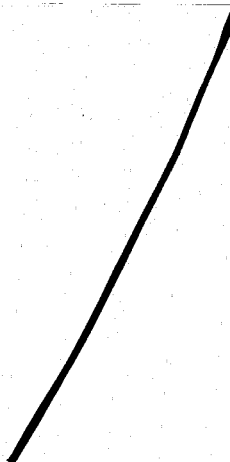
COMMENCE REPORT HERE (Add continuation pages as required.)

The activities and accomplishments of the Commission on Accreditation for Corrections during the period indicated above have been as follows:

1. The Commission's Manual of Standards for Adult Local Detention Facilities has been distributed throughout the country to sheriffs, jail administrators, state corrections directors, governors, state attorneys general, state planning agency administrators, media, state and federal legislators, and special interest groups. Approximately 4,000 copies of the Manual were distributed to these individuals and groups;
2. Wide distribution of the Commission's five manuals of standards has led to widespread interest in the standards and the accreditation program and process. Commission members and staff have been invited to participate in an increasing number of national and regional meetings in which the standards and accreditation procedure have been discussed;
3. In cooperation with the American Correctional Association, the Commission completed the Manual of Standards for Juvenile Community Residential Services in March, 1978. Through prior review and comment, a number of organizations contributed to the new Manual. Assistance was received from the Contra Costa County, California, Probation Department; the Florida Department of Health and Rehabilitative Services; the Department for Human Services of Jefferson County, Kentucky; and, the San Mateo County, California, Probation Department. The staffs of the boys' and girls' homes of Montgomery County, Inc. (Maryland) and the Ohio Youth Commission also assisted in reviewing the standards. The material in the Manual is organized under 13 topical headings, including Administration, Fiscal Management, Personnel, Facility, Admission, Program, Food Service, Medical Care and Health Services, Special Procedures, Citizen and Volunteer Involvement, Records, Communication and Coordination, and Evaluation. Wide distribution of the new Manual is planned;

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4. In meetings in February, 1978, both the Commission and the Committee on Standards and Accreditation of the American Correctional Association approved/adopted the final standards required for the Manual of Standards for Youth Community Residential Services. The two groups met both separately and together and planned future activities in the approval and adoption of standards needed by the juvenile field;
5. Future manuals of standards for the juvenile field will include a Manual of Standards for Juvenile Probation and Aftercare Services, a Manual of Standards for Juvenile Detention Centers, and a Manual of Standards for Juvenile Training Schools;
6. As of March 31, 1978, fifty separate corrections agencies had expressed interest in the accreditation process. Nine of these agencies have signed formal contracts with the Commission and are proceeding through the steps leading to accreditation;
7. The United States Department of Justice has continued to demonstrate keen interest in the standards promulgated by the Association and the Commission. It is expected that the Department of Justice will announce findings with reference to this interest in the very near future;
8. "The Way to Accreditation" an 80-slide audio-visual presentation prepared through a grant from the Lilly Endowment, Inc., has been shown to corrections groups throughout the country. The presentation has been successful in generating interest in the accreditation process;
9. Work has continued on the preparation of a Manual of Standards for the Organization and Administration of Correctional Services. This Manual is scheduled for completion before the end of 1978, and will include minimum operations requirements for the performance of corrections agencies within major jurisdictions at the federal, state and local levels;
10. The next meeting of the Commission has been scheduled to take place in conjunction with the 108th Congress of Correction, scheduled for August 20-23, 1978, Portland, Oregon.



**END**