

Albert G. and Sara I. Reuben Engagement Center - Board of Directors Meeting - Attendance Log

Date: 12/9/15 Time: 9am-10:30A Location: Interchurch Ctr.

Board Member	Organization Represented	Eligible to Vote	Physically in Attendance - Y/N
Major Melissa Hamblin	Maion County Sheriff's Office	VOTING	<u>Y</u>
Charmette Garner	Marion County Prosecutor's Office	VOTING	<u>Y</u>
Judge Jose Salinas	Marion County Superior Court	VOTING	<u>N</u>
Manny Mendez	Mayor's Office - Military Veterans	VOTING	<u>N</u>
Jan Davidson	Mayor's Office - Faith Based Community	VOTING	<u>Y</u>
Bill Moreau	CCC President - Reuben Estate	VOTING	<u>Y</u>
Lynnea-Redmon Williams	CCC President - Professional Service Provider	VOTING	<u>Y</u>
Andrea DeMink	Mayor's Office-Professional Service Provider	VOTING	<u>Y</u>
Margie Payne	Mayor's Office - Mental Health Professional	VOTING	<u>Y</u>
Johnnie Underwood	CCC President - Substance Abuse/Addiction Professional	VOTING	<u>Y</u>
Nick Ball	Mayor's Office - Indianapolis EMS	VOTING	<u>Y</u>
Dr. Aaron Kalinowski	CCC President - Medical Health Professional	VOTING	<u>Y</u>
Ken Cattanci	Reuben Engagement Center Board - Person experinecing or has recently experineced homelessness	VOTING	<u>Y</u>
Deputy Chief Bryan Roach	IMPD - Ex-Oficio	NON-VOTING	<u>Y</u>
Alan Witchey	CHIP - Ex-Oficio	NON-VOTING	<u>Y</u>
Julie Fidler	DPS - Recording Secretary	NON-VOTING	<u>Y</u>
Carl A. Rochelle III	Reuben Engagement Center Director	Tie-Breaker VOTING ONLY	<u>Y</u>

Certified to be true and accurate:

Julie A. Fidler

Julie A. Fidler, Recording Secretary

**Ruben Engagement Center
Evaluation and Metrics Plan
DRAFT 12-9-15**

As a summary, the evaluation plan will cover,

- I. Ongoing Dashboard of Admission, Detox Completion and Treatment Referral – monthly outputs report.
- II. Process Improvement Assessment – annually.
- III. Estimated Fixed Cost Savings – six month and ongoing annual reports.
- IV. Actual Cost Per Client Analysis – annually.
- V. Actual Cost Aversion based on 50 genuine clients – comparative assessment from year to year.
- VI. Success/Recidivism of Clients – third year cumulative assessment.

YEAR 1 (January 2016 – December 2016)

The evaluation team will work with EC board members to construct and operationalize a series of **dashboard Items** that can be automatically generated and presented at monthly board meetings, and ideally available via website. These dashboard data elements will be standardized so that trend patterns can be examined. Examples of dashboard items include:

1. Route avoided (nature of offense or hospital) if had not been taken EC (collected quickly from IMPD or outreach worker at drop-off),
2. Total clients admitted,
3. Route of admission (homeless and jail diversion),
4. Average length of stay,

5. Total clients recommended for detox
6. Total clients choosing to engage in detox
7. Total clients completing detox
8. Time of detox completion,
9. Total clients for whom a care plan is developed
10. Frequency of repeat residents,
11. Referrals to treatment.

A care plan is #1 of four possible outcomes. The other three outcomes that we will collect, which will be for EC internal purposes not external dash board metrics, are: #2 Violence in EC then arrested, #3 Medical emergency in EC then transported to hospital, #4 Self-discharged from EC against medical advice.

Additionally, we will collect data on safety issues and adverse events (e.g., death, falls, seizures, other trauma, violence against another client or staff, arrested at EC, transfer to emergency room (reason for transfer). Report adverse events for internal purposes only, or also for external dash board metrics?

The evaluation team will collect ongoing cost data to determine **average per-person EC costs**. These EC costs will be compared to costs for two types of comparisons:

1. **Individual histories.** In this method, clients serve as their own controls. We will gather five-year retrospective data on the **first 50 EC entrants**. Retrospective data will include prior criminal justice involvement and use of emergency medical services. The story is that we might expect these persons to cost a similar amount in the future year if we did nothing at all, and that hopefully the EC will interrupt the cost trajectory. (Note: See Year 2 plan for follow-up of these 50 clients).
2. **One-time fixed study of costs.** We will work with community stakeholders to determine **hypothetical one-time average per-person fixed costs** based on the minimum specified EC eligibility (i.e., Public Intoxication). This will include the 2015 average cost of
 - a. (1) emergency department costs following public intoxication,
 - b. (2) jail costs following public intoxication, and
 - c. (3) court costs following public intoxication.

D. Leo Cost/Avoidance/Range *E. EMS Cost/Avoidance*
Additional activities of the evaluation team in Year 1 will include,

1. Conduct a Quality Improvement review of cases where IMPD or paramedic transported a person to jail or hospital when they could have gone to EC.
2. Assess the accuracy of metrics.

An implementation assessment will be conducted. This will include focus groups and observations with EC staff, discussions with key stakeholders, and interviews with EC residents. This assessment will be used to identify strengths, barriers to success, needs, and future goal. A report will be constructed that details (1) trends in the dashboard items, (2) the average cost per EC resident compared to the hypothetical one-time fixed costs, (3) the average cost per EC resident compared to the historical 5 years costs of the first 100 EC entrants, and (4) the results of the implementation assessment. Using these data the evaluation team will assess the EC (including potential cost savings). This assessment will also include comparisons to other jail diversion sites (e.g., San Antonio Restoration Center, X, X).

YEAR 2 (January 2017 – December 2017)*

The evaluation team will work with EC staff and board members to determine the **per diem, per entrant, operational cost of the EC**. This per diem cost will be broke down based on intake status (i.e., homeless, jail diversion) and service utilization. Short-term follow-up data on the **first 50 EC residents** will be gathered (in many cases EC clients will not have a year of data available post EC exit, hence short-term).

Some of the individual histories (pre-EC vs post-EC) will be highlighted in greater detail (with permission of clients) for dissemination because stories, such as "Million Dollar Murray", are easy to read and can convey context-rich information not captured by simple numbers.

With these data we will conduct a **short-term cost-benefit analysis**. This analysis will include the first 50 residents prior cost (police, emergency medical, court), costs incurred at the EC, and costs post EC exit.

Insights from Year 1 process metrics will be used to improve the processes for Year 2.

↓
Equipment
Redeployed/
repurposed
↓
individual
histories/
calls
for
SEC.

YEAR 3 (January 2018 – December 2018)

In Year 3, the evaluation team will follow-up on the first year of 50 EC residents to examine costs data discussed above as well as the following outcomes:

Recidivism outcomes.

How many weeks remained in the referral treatment program.

Whether completed the referral treatment program.

*Footnote: The evaluation team will partner with IUPUI (Public Health, Biostatistics, Public Affairs, Social Work, etc.) to identify students and volunteers to participate in EC evaluation efforts through internships and research credits.



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MEMORANDUM

TO: Alan Witchey

FROM: Dean Trauner

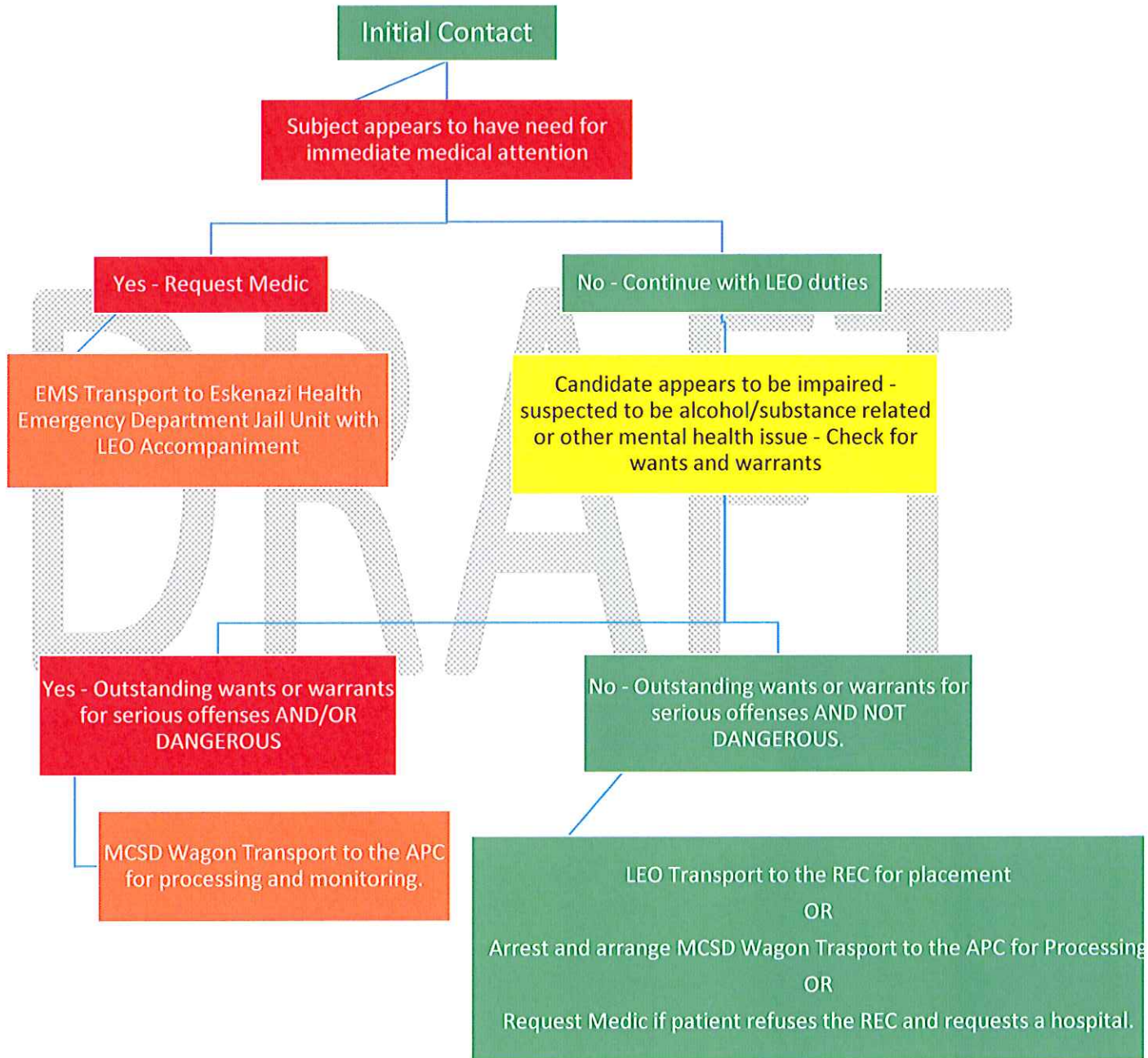
DATE: September 29, 2015, revised 12/08/2015

RE: Engagement Center Design Schedule

Anticipated Design Schedule:

Week of:

October 5	Schematic design meeting Notice to proceed to Design development
October 12	Design development kickoff meeting MEP engagement
October 19	Design development mtg #2 50% Design Development Owner review mtg.
October 26	Design development mtg #3 100% Design Development review mtg. Notice to proceed to Construction Documentation Owner to provide Bidding Requirement documents
November 9	50% Construction Document review meeting
November 26	Thanksgiving
<u>December 11</u>	<u>Coordination meeting with Sheriff's Office</u>
December 25	Christmas
<u>January 11, 2016</u>	<u>95% Construction Documentation Owner review meeting</u>



Reuben Engagement Center Executive Board – Chair Duties (Must be a voting member)

1. Determine the agenda in coordination with the Reuben Engagement Center Director for distribution prior to any scheduled meeting.
2. Determine the need for Emergency Meetings of the Reuben Engagement Center Executive Board in conjunction with the Reuben Engagement Center Director.
3. Open and run all meetings of the Reuben Engagement Center Executive Board.
4. Remain impartial during debate – the presiding officer must relinquish the chair in order to debate the merits of a motion.
5. May vote on any ballot.
6. Determine that a quorum is present in coordination with the Recording Secretary of the Reuben Engagement Center Executive Board.
7. Introduce business in the order indicated on the accepted agenda.
8. Recognize speakers and guests as appropriate.
9. Make determination as to need for motions.
10. Direct discussions on pending motions to maintain on topic.
11. Maintain meeting decorum.
12. Enter accepted motions into a vote.
13. Apply general consent when appropriate.