

Welcome and thank you for participating in

THE DC DEPARTMENT OF CORRECTIONS TRAINING WEBINAR



Guide to Complete New Program/Service Proposal Application (NPSPA)
January 26, 2021 | 11:00 AM – 1:00 PM

Let's continue to serve!

Mr. Dele Faly, MS (Program Administrator)

Rev. Nicole Colbert, MDiv., BCC (Supervisory Chaplain)

Ms. Tameka Link, MA (Women's Program Manager)

Mr. Robert Greene, MHS, DAPA (Program Unit Coordinator)

Mrs. Sandra Thalley (Volunteer Services Assistant)

Chaplain Rev. Jimmie Allen, BA (Chaplain)

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PROGRAMS AND SERVICES ADMINISTRATION TEAM

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The District of Columbia Government's Current Reopening Phase

On June 22, 2020, the District of Columbia Government moved into Phase Two of the City's Reopening. In addition, effective December 21, 2020, Mayor's Orders of COVID-19 Public Health Emergency Act and Public Emergency Act are extended through March 17, 2021.

- Everyone entering a DOC facility including legal visitors, DOC employees, contractors, law enforcement personnel, and resident will continue to be screened for COVID-19 or flu-like symptoms using a thermometer and a medical screening survey.
- DOC's Medical Stay-in-Place for the residents is still in effect.
- Legal visitation at DOC facilities have restarted; however, all other visitation and volunteers are still on hold.
- The READY Center's physical location and Video Visitation Center remain closed during Phase two; however, the READY Center services are provided virtually via phone and email communication. Services available:
 - **Department of Human Services (DHS):** Medicaid and Food Stamp Applications.
 - **Department of Behavioral Health (DBH):** linkages to Behavioral Health Services.
 - **Department of Motor Vehicles (DMV):** assistance with obtaining District ID or help accessing driving record.
 - **Community-Based Organizations (CBOs):** are available to provide additional District services and resources.

Where applicable, DC Government continues to operate in a telework posture.

DC DOC Mission and Vision



◎ Mission:

- The mission of the District of Columbia Department of Corrections (DC DOC) is to provide a safe, secure, orderly, and humane environment for the confinement of pretrial detainees and sentenced inmates, while affording those in custody meaningful rehabilitative opportunities that will assist them to constructively re-integrate into the community.

◎ Vision:

- DC DOC's vision is to become a benchmark corrections agency. To become a benchmark corrections agency, we will serve with pride, professionalism, and passion in caring for human lives.



Goals of the Programs Administration Department

- ◎ Provide as many evidence-based/best and promising practices and programs as possible
- ◎ Utilize more metrics to evaluate the effectiveness of programs and services
- ◎ Incorporate impactful programs and services to tailor to the short term jail population



DC DOC Programs & Services Interests

© Below are some examples of our programs/services interests including but not limited to:

- Parenting Skills
- Health Education
- Job Readiness/Entrepreneurship
- Substance Abuse Treatment and Prevention
- Violence Prevention and Trauma Counseling
- Anger Management
- Art Therapy
- Family Reunification

Updates to DC DOC Website

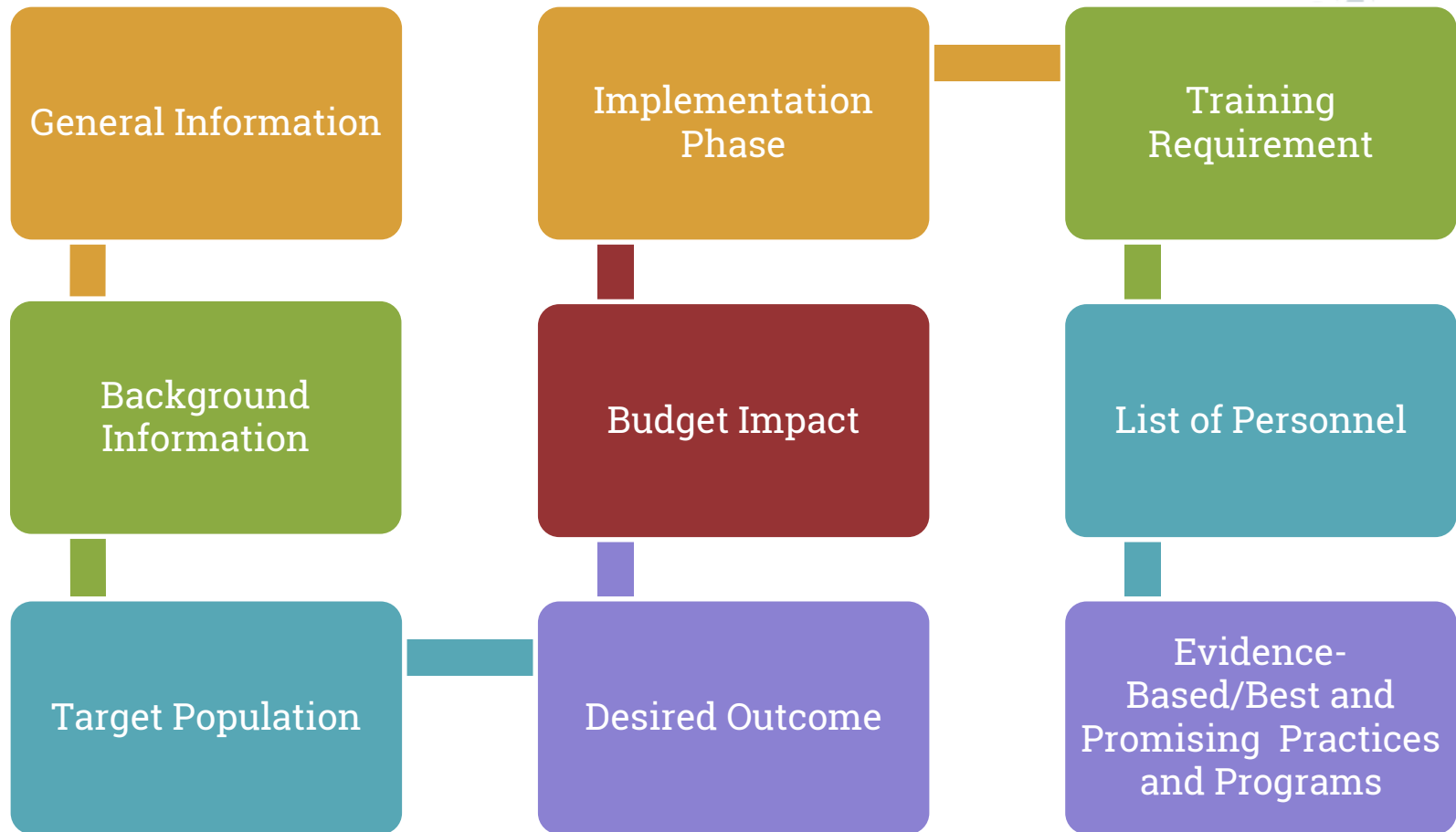
© [Volunteer Service Providers | doc \(dc.gov\)](#)

- Outline of Volunteer Services application process for both in-person and virtual programming and services
- Information for individual and organizational as volunteers
- Information for returning citizens as volunteers
- Re-entry program and service provider requirements
- Office of Victim Services and Justice Grants (OVSJG) partnership plan was emailed to community-based organizations on August 14, 2020
- Forms for new volunteers
- Forms for existing volunteers

Volunteer Forms

Forms for New Volunteers	Forms for Existing Volunteers
1. New Program/Service Proposal Application (NPSPA)	1. Volunteers Services Recertification Application
2. Volunteer Services Application	2. Volunteers Services Signature Form
3. Volunteer Services Signature Form	3. Application or Employee ID Card
4. Application for Employee ID Card	4. Background Form for Volunteers and Contractors
5. Background Form for Volunteers and Contractors	5. Prison Rape Elimination Act (PREA) Standards Form
6. Prison Rape Elimination Act (PREA) Standards Form	

New Program/Service Proposal Application (NPSPA) Framework



General Information on NPSPA

- ① Who is the service provider?
- ① Who is the contact person and what is their information?
- ① What is your proposed program/service name?
- ① Is it a funded proposed program/service?
- ① How are you planning on facilitating the proposed program/service?

Background Information on NPSPA

- ◎ Provide information about your agency?
- ◎ **What** is the purpose of your proposed program/service?
- ◎ Describe **how** your proposed program/service will support the DC DOC overall mission and vision.

Targeted Population on NPSPA

- © **Which need or problem** are you trying to address?
- © **Why** are you proposing the program/service?
- © **Identify** the **specific** population you are targeting?

Desired Outcomes on NPSPA

- ◎ **What** is your starting baseline?
- ◎ **What** is your desired outcome of your proposed program/service?
- ◎ **How** are you going to **quantify** or **measure** the desired outcome to see if your proposed program/service works?

Budget Impact on NPSPA

- © What is the anticipated cost of this proposed program/service?
- © If it's a funded program/service, please provide a budget sheet and a budget narrative.
- © List of personnel who will be entering DC DOC facility or providing virtual programming or services.

Implementation Horizon on NPSPA

- ◎ What is the timeline from start to finish of the proposed program/service?
- ◎ Be specific with regard to the implementation of the proposed program/service.
- ◎ Please keep in mind :
 - Personnel Hiring
 - Training/ Professional Development
 - Form and Curriculum Development

Training Requirements on NPSPA

- ◎ If it's a grant funded proposal, training requirements will need to be outlined by your grantor.
- ◎ Please identify clinical training hours needed for certification, if appropriate.
- ◎ Please identify non-DC DOC volunteers training hours, if appropriate.

List of Personnel on NPSPA

- ◎ List the names of potential personnel and the positions that they are assigned to the proposed program/service.
- ◎ List the names of all personnel in the budget sheet and the budget narrative.
- ◎ List the names of all personnel who are coming into facility or providing virtual programming or services.

Evidence-Based/Best and Promising Practices and Programs on NPSPA

- ◎ We understand that not all activities are evidence-based/best and promising practices and programs.
- ◎ However, if not evidence-based/best and promising practice, please justify the proposed program/service design and outcome.
- ◎ If it is the proposed program is evidence-based/best and promising practice, please provide a summary of the research.

Examples of Proposed Performance Measures on NPSPA

◎ What is your proposed measurement tool?

- **Example**: A pre-and-post test. A pre-test is administered prior to a course to determine knowledge baseline of the participants. A post-test is administered after a course is completed to measure whether the expected changes took place in the participants in a program/service. Many evidence-based programs use pre-and-post tests that have scoring modules built in to understand the participant's progress.
- **Example**: If your program is not evidence-based and does not have pre-and-post testing, a good way to gain knowledge might be through a survey of participants, that aims to understand how participants feel and/or understand content.
- **Example**: This data should all be collected, tabulated, maintained, and analyzed by each community-based organization, and shared with DC DOC per our Memorandum of Understanding with your organization.

Examples of Other Data to Be Collected on NPSPA (not to be used as a performance measure)

- **Example:** Program/service attendance or resident sign-in sheet
- **Example:** Monthly summary report to include pertinent information such as organization name and name of facilitator(s), date(s) and time(s) of group, location of group(s), topics discussed at each session(s), summary of the session(s), questions/problems that arise
- **Example:** Survey of residents participating in program/service

Examples of Frequency and Method of Collection

- ① Describe how frequent the data will be collected and by which method.
 - **Example:** Data should be collected for each session held
 - **Example:** Monthly reports should be provided to DC DOC Program Manager and Program Administrator
 - **Example:** Summary report should be provided to DC DOC Program Manager and Program Administrator once program is complete.
 - **Example:** Any data maintained and analyzed by the community-based organization should be provided to DC DOC Program Manager and Program Administrator once complete.

Summary of Institutional Programming & Service Delivery

Second Step

- Completion of NPSPA and submit to Mr. Dele Faly
- Review panel committee of subject matter expert will meet and evaluate your proposal
- If not approved, a reason will be provided

First Step

- If approved, please complete the Volunteers Services application process including training. For more information, please contact Volunteer Services Assistant Mrs. Sandra Thalley
- Please request a Memorandum of Agreement from DC DOC's Program Administrator, Mr. Dele Faly

- Please submit the virtual programming and services content to the respective PCM staff by 4:00 PM on the Thursday of each week
- Media and/or audio files that are smaller than 500MB and in the format
 - MP4, MP3, FLV, F4V, MOV, or WEBM
- Preferably no longer than 20 minutes each
- Women's Program Services: Program Manager, Ms. Tameka Link
- Men's Re-entry Services: Unit Coordinator, Mr. Robert Greene
- Religious Services: Supervisory Chaplain, Reverend Nicole Colbert

Third Step

Reminder of Time Commitment

- ◎ If proposed program/service is approved, DC DOC expects the service provider to show up on committed dates and times.
- ◎ If unable to attend based on the committed dates and times, DOC expect written notice at least one (1) hour before the start of committed dates and times.
- ◎ DC DOC enhanced our partnership with OVSJG and now provides real time information about the status of grantee performance.

A decorative network diagram in the top right corner, consisting of various sized circles (nodes) connected by thin lines (edges). Some nodes are solid grey, while others are hollow with a grey outline. The connections form a complex, branching structure.

THANK YOU