ISSUING AUTHORITY: INDIANA DEPARTMENT OF CORRECTION

EFFECTIVE DATE: 1/1/2025

2.6 Technical Assistance and Corrective Action

APPLICABLE TO:

Entities who receive Community Corrections & Justice Reinvestment Grant Funding

1. Adult Community Corrections;
2. Probation;
3. Pretrial Services;
4. Court Recidivism Reduction Programs;
5. Prosecutor's Diversion Programs; and
6. Jail Treatment;

Summary

The purpose is to provide information regarding technical assistance available to entities receiving grant funding from the Indiana Department of Correction (Department, IDOC) as well as corrective action planning related to contract noncompliance.

Contents

Overview

The grant-funded entity is ultimately responsible for ensuring they are following the Executed Grant Contract, IDOC procedural bulletins, statutes, and administrative rules. However, the IDOC Community Corrections Division is readily available to provide technical assistance to any grant-funded entity upon request from the entity or Advisory Board.

If the technical assistance request falls outside the scope of the IDOC Community Corrections & Justice Reinvestment grant, the IDOC Community Corrections Division will facilitate obtaining assistance from the appropriate state agency.

Areas for Technical Assistance

Technical assistance regarding the IDOC grant contract may be provided in person, via video conference, via email, or by telephone. The IDOC Community Corrections Division staff involved with the technical assistance will decide how best to address the question(s) and/or concern(s) of the grant-funded entity.

Example areas for technical assistance can include (but are not limited to):

- Use of Evidence-Based Practices and Programming
  - o Quality Assurance Improvement/ Implementation
  - o Program Evaluation Techniques
  - o Low/ No Cost EBP Implementation Ideas
- Policy Review/Creation
- Data Reporting Requirements and Methodologies
- Account Set-up for Grant Funds
- Monthly Financial Reports
- Requesting an Additional Appropriation/Transfer of Funds
- Collaboration Plans
- Grant Application/ Good Grants Troubleshooting
- Correctional Program Checklist (CPC) Assessment Preparation & Recommendations
- Residential Facility Site Visitations
- Executed Grant Contract Requirements

Technical Assistance and Corrective Action Initiation

A **Technical Assistance Plan** may be created by the grant entity in collaboration with the assigned IDOC Program Director to map out steps to reach goals and address areas of concern. The plan will include action items for entity staff and/or Department staff to fully accomplish the goal. Action items will be assigned specific deadlines for follow-up and timeliness purposes.

When there is a concern regarding contract noncompliance, a **Corrective Action Plan** may be created by the assigned IDOC Program Director and/or staff of the IDOC fiscal audit team in collaboration with the grant-funded entity to map out steps to bring the entity back into compliance. The plan will include action items with specific deadlines for follow-up and timeliness purposes.

When corrective action is being conducted because of contract noncompliance and an entity fails repeatedly to meet the goals outlined in the **Corrective Action Plan**, the procedures outlined in Procedural Bulletin Section 2.5, *Compliance & Monitoring* will be followed.