

**State Relations and Assistance Division Monthly Call with States**  
**Juvenile Justice Call**  
**August 12, 2020**  
**2:00 to 3:00 P.M. EDT**  
**U.S. Department of Justice, Office of Justice Programs**  
**Office of Juvenile Justice and Delinquency Prevention**

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**SUMMARY**

The Office of Juvenile Justice and Delinquency Prevention’s (OJJDP) **State Relations and Assistance Division (SRAD)** held its monthly call with designated state agency (DSA) personnel on August 12, 2020. The web-based meeting focused on and was open to Juvenile Justice Specialists and other interested DSA personnel. OJJDP Leadership, Administrator Caren Harp, Deputy Administrator Chyrl Jones and Associate Administrator, Dr. TeNeane Bradford welcomed attendees to the call. Lisa Hutchinson, Director of Center for the Coordinated Assistance to the States (CCAS), provided staff support for the call and Katie Penkoff, Deputy Director for CCAS, served as the moderator. Katie Penkoff announced upcoming certificate programs for Juvenile Justice Specialists and Compliance Monitors. Cassy Blakely, Deputy Director for CCAS, shared an introduction to Three-Year Planning.

**WELCOME AND INTRODUCTIONS**

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Katie Penkoff opened the meeting and Ms. Caren Harp, OJJDP Administrator, Ms. Chyrl Jones, OJJDP Deputy Administrator, and Dr. TeNeane Bradford, SRAD Associate Administrator, welcomed all participants to the call. The following OJJDP representatives, CCAS members, and DSA personnel were in attendance:

<b>OJJDP</b>	<b>Name</b>
<b>X</b>	Caren Harp
<b>X</b>	Chyrl Jones
<b>X</b>	TeNeane Bradford
<b>X</b>	Keisha Kersey
<b>X</b>	Nicole McCrae
<b>X</b>	Alyssa Malcomson
<b>X</b>	Tina Borner
<b>X</b>	Cara Blair
<b>X</b>	Didier Moncion
<b>X</b>	Diamond Lewis
<b>X</b>	Marisa Harris
<b>X</b>	Ricco Hall
<b>X</b>	Brittaney Ford
<b>X</b>	Ashley Washington
<b>CCAS</b>	
<b>X</b>	Lisa Hutchinson
<b>X</b>	Okori Christopher
<b>X</b>	Katie Penkoff
<b>X</b>	Cassy Blakely
<b>X</b>	Kia Jackson
<b>X</b>	Kenya Roy
<b>X</b>	Mark Ferrante

State	In Attendance/Mark with X
1. Alabama	
2. Alaska	Ellen Hackenmueller
3. American Samoa	
4. Arizona	Steve Selover
5. Arkansas	Ocie Hunter Jr.
6. California	Timothy Polasik
7. Colorado	Kelly Abbott
8. Connecticut	
9. Delaware	
10. District of Columbia	Melissa Milchman
11. Florida	Dionne Anderson
12. Georgia	
13. Guam	Danielle Camacho, Krisinda Aguon
14. Hawaii	Shannessy M. Ahu
15. Idaho	Chelsea Newton
16. Illinois	Andrea Hall
17. Indiana	Madison Shoemaker, Michael Ross, Renee White
18. Iowa	
19. Kansas	Brock Landwehr
20. Kentucky	Sara Redfield
21. Louisiana	Demetrius Joubert
22. Maine	
23. Maryland	Bill Harper
24. Massachusetts	Jim Houghton
25. Michigan	
26. Minnesota	
27. Mississippi	
28. Missouri	Chris Yeager, Michelle Parks
29. Montana	Rachel Gemar
30. Nebraska	Amy Hoffman
31. Nevada	Kayla Landes
32. New Hampshire	Pam Sullivan
33. New Jersey	Kelly Hourigan
34. New Mexico	William Kearney
35. New York	
36. North Carolina	
37. North Dakota	
38. Northern Marianas Islands	Joylynn Atalig
39. Ohio	Kristi Oden
40. Oklahoma	Laura Broyles
41. Oregon	Anya Sekino
42. Pennsylvania	
43. Puerto Rico	Natalia Rios
44. Rhode Island	Gina Tocco
45. South Carolina	Trevon Fordham
46. South Dakota	Bridget Coppersmith
47. Tennessee	Vicki Taylor, Zanira Whitfield
48. Texas	

State	In Attendance/Mark with X
49. Utah	Kayley Richards
50. Vermont	Elizabeth Morris
51. Virgin Islands	Jaqueline Freeman
52. Virginia	Greg Hopkins
53. Washington	Alice Coil
54. West Virginia	
55. Wisconsin	Allison Budzinski
56. Wyoming	Brandon Schimelpfenig, Craig Fisgus, Sabrina Gentile

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### Welcome from OJJDP Leadership

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Administrator Harp expressed that she was thrilled to be with call attendees. She shared that she looks forward to the calls with states and listening to the work DSA personnel are doing and the things that are challenging. Administrator Harp acknowledged that at this particular time there were likely a lot of things that were challenging for DSA personnel. She shared that she was looking forward to the call, that she would be attending for the duration of the call, and for attendees to let her know if they had questions, things that OJJDP could do for them, and/or any suggestions.

Deputy Administrator Jones thanked attendees for all that the work in which they are engaging at the state level and shared that she appreciated their efforts.

SRAD Associate Administrator Bradford welcomed everyone. She shared that OJJDP was excited to be engaging with attendees and stated that they remind OJJDP of why they engage in the work that they do. Dr. Bradford further shared that OJJDP/SRAD is available to support DSA personnel and that states should be hearing more from SRAD in the coming days regarding Title II Formula Grants Program determinations.

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### Brief Overview of Certificate Programs

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Katie Penkoff provided a brief overview of the Juvenile Justice and Compliance Monitors Certificate Programs to be offered this year. The purpose of these programs is to provide professional development for new Juvenile Justice Specialists and Compliance Monitors, defined as being in the role two or less years, orient them to the roles and responsibilities of their position, facilitate peer support by engaging new or seasoned Designated State Agency (DSA) personnel in these programs, and establish a cohort for ongoing support.

The programs will consist of seven modules and be offered over the course of six months or so. Within the different modules, we would like to engage more seasoned DSA personnel to serve in the roles of advisors and co-trainers, and or peer mentors. We should also note that next year, we will begin developing certificate programs for Racial and Ethnic Disparities (RED) Coordinators and State Advisory Group(SAG) Chairs. Advisors and co-trainers will be asked to share input on major buckets of work to be included in the certificate programs review draft outlines, modules, and activities; provide feedback on the content validity; and help facilitate live training modules and activities in between those live modules.

Additionally, peer mentors will be asked to serve in ongoing peer mentor roles to certificate program participants; to attend live training modules; and to support participants between modules in answering questions and working on assignments that are going to be directly tied to the roles and responsibilities of either Juvenile Justice Specialists or Compliance Monitors.

If you are interested in serving in either the capacity of an advisor or co-trainer or peer mentor, please email CCAS at [ccas@air.org](mailto:ccas@air.org).

## Introduction to Three-Year State Planning

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Cassy Blakely walked through the Five Steps to Prepare for Three-Year Planning. She shared that now is the time to begin preparing for the next Three-Year Plan. Ms. Blakely further shared that to help states get in that space, CCAS is partnering with OJJDP to bring several resources to the states. Ms. Blakely asked states to keep in mind that their Three-Year plan is due as part of their Title II Formula Grants Program application. While the dates for availability of the application are not yet available, Ms. Blakely indicated that states can start planning now.

### **Five Steps to Prepare for Three-Year Planning**

#### **1. Revisiting Your Current Plan**

- a. Reflect on your plan and think about adapting and adding to it to fit your state or territory's needs. It is important to note that the three-year planning process is unique from state to state, and territory to territory.
- b. Things to consider:
  - What progress has been made?
  - Are there any barriers or new gaps that you've encountered?
  - Was the work done in the past three-years just the first part of a larger body of work that could continue in your next three-year plan? Think about what steps you could build on that work. Note: Just because it's a new three-year plan doesn't mean it has to be completely new priorities. It can build on existing work. You could also start completely fresh depending upon what's appropriate for your state.
  - Revisiting SAG bylaws or infrastructure: This exercise provides an opportunity for you to reflect on your processes at your DSA and within your SAG.
  - Is there a need to change your committees, add new members, change partner relationships, change how you're connecting your SAG work with your designated state agency staff?
  - Your state or territory's story of JJR-related work: You want to ensure that OJJDP, state partners, and anyone else reading your plan gets a clear understanding of your state's JJRA-related work.

#### **2. Review the Requirements**

- a. New JJRA requirements – *Please refer to the hyperlinks in the Step 2 Section of Five Steps to Prepare for Three-Year Planning document*
  - Statutory language about state plans are located on Page 18 through Page 32
    - The act is available in both the red line version which shows changes from the JJDA to the JJRA, as well as a clean JJRA.
  - OJJDP Quick Fact Sheet – Please refer to the hyperlinks in the Step 2 Section of Five Steps to Prepare for Three-Year Planning document
    - Highlights changes that the JJRA makes.
- b. Confirm that your SAG and DSA hasn't given you additional state or territory-level responsibilities. If so, taking them into account will allow you to do work in tandem.
- c. Things to consider:
  - Are there any resources, conversations, planning that needs to happen around compliance? Think of how to work that into your three-year plan.
  - Revisit the program areas: Any new changes to what you can and can't do with the program areas will be part of the solicitation, but those program areas are outlined in statute so you could always go to that statute to see what the

program areas are. Understanding first where you've been, and now what's expected of you are those two primary steps.

### **3. Create a Plan for Collecting Your Crime Analysis Data**

This step allows you to have all of the information at your disposal when it's time to make decisions about your program area ahead of time; making it much easier to share with your SAG or whomever is helping you make that plan, rather than having to do both of those items at the same time.

- a. Refer to your solicitation for details
- b. Things to consider:
  - What's the work in your state, and what information do you need to tell the story in your state?
  - How can you continue to lay out your goals, priorities, and action steps as you do the work?
  - Where did you previously collect your data? Is the same data all the data that you'll need this time around? Or is there additional information needed to tell that story?
  - What data could you apply outside of just the numbers? For example, states that do focus groups or surveys could use that information.

### **4. Determining SAG and Partner Involvement**

- a. You do not have to do your three-year plan by yourself. SAG and DSA support in building your plan is helpful; you will be working in tandem to move all of the JJRA-related work forward. In involving your SAG and other partners, you are building buy-in to help you implement the plan once it is written. Getting them involved in decision-making from the beginning can help you meet your goals.
- b. Things to consider:
  - You are not limited to only working with you SAG. You have the freedom to decide who the right partners are at the table.
  - If there are partners that you're working across systems with, figuring out a way to integrate them into a subcommittee would help you maintain regular connection with them regarding the governance of the work you do with Title II. It also opens an avenue for them to step into full SAG roles in the future.
  - Reflect on what worked and make adaptations to your partnership functionality with your SAG and other partners.
  - If you're completely new to writing a three-year plan, consider what help you need and which folks would be able to help. Establish a work plan that best fits your needs.
  - Many SAG members are experts in their field and have partnerships throughout networks that impact juvenile justice in your state or territory. Think about how they might help gather information or help educate your DSA or SAG on collateral reports, active policy, or discussions impacting juvenile justice.
  - There is potential to utilize them in writing the plan. (Examples in bullet three of Step 4)

### **5. Setting a Timeline**

- a. Once the submission date is set, it will be shared.
- b. Along with exploring the previous four steps, it is important to consider:
  - What information do you have and need? How long does it take to get access to that information and piece through it?

- Deadlines: What other things do you have on your plate? How much time do you have to commit to work on your plan?
- How frequently does your state advisory group meet? If they are part of the planning process, laying out a timeline will give you adequate opportunities to connect with them.
- Are there additional approval processes within your state agency or your territory's governmental structure that require the plan to be approved before it can be submitted as part of your Title II application? How much time does that take?

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### Other Opportunities and Final Reminders for Three Year State Planning

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States will have several opportunities at the virtual conference on October 6-8 to connect with colleagues and learn more about the Three-Year Planning Process. States can always submit questions to their SRAD representatives. States can request individualized technical assistance and training from the Center for Coordinated Assistance to States (CCAS) through TTA360 to receive help working through their planning process. The upcoming Certificate Programs will address how the Three-Year Planning connects to Juvenile Justice Specialist and Compliance Monitor positions. CCAS will also have additional opportunities through the revamped Community of Practice and other virtual learning opportunities such as videos, web hours, and office hours over the next several months to support states during the planning process.

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### Insights from Veteran JJ Specialists on Three-Year Planning

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**William Kearney, NM** – New Mexico has a strategic plan support group from their board and local representatives that conduct surveys with stakeholders, youth, and parents in English and Spanish.

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### Questions from the States

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**William Kearney, NM** – Are page references to either the red book or the blue book part of the state plans referenced as part of this?

**Cassy Blakely, CCAS** – Great question. That is a clean [Blue Book](#) reference. So that's the clean Juvenile Justice Reform (JJRA) Act reference, via the OJJDP website which is where that hyperlink will take you. Those pages cover a lot that your state plan covers. We could tie some specific components of that Act to specific pages.

**Timothy Polasik, CA** – Will the compliance monitoring plan be due with Category 1 documents?

**Dr. TeNeane Bradford, SRAD, OJJDP** – The plan is for the regular Category 1 requirements to plan your policies and procedures, or those associated applicable portions of that based on certification, will be required during Category 1. Dates to be determined.

**Shannessy Ahu, HI** – Is there a due date for this plan? Is this document available to the states?

**Dr. TeNeane Bradford, OJJDP, SRAD** – Our hope is always to get it to you before the end of the year. But there are really no promises at this point. We're switching over systems, and we just want to make sure that we have all of our ducks in a row, all of the policies, and guidance clear and to you prior to getting the solicitations out the door. As you know, this will be the first year that several new requirements are being required. And we also have some streamlining going on that I think in the long run will be helpful to you so that a lot of information can be gathered in the application, and it will be a less labor-intensive process. We're always looking to improve the way that we do our business and clarify directives and

make sure that the expectations are clear for you guys as well as my staff internally. I don't want to promise about the end date. We just don't have that level of control to know that yet. But we're pushing for no later than the end of the year.

**Cassy Blakely, CCAS** – And Dr. Bradford, just to clarify, you were saying when the solicitation would be released, right? And then they would have a number of days to respond.

**Dr. TeNeane Bradford, OJJDP, SRAD** – Certainly adequate time. Right. We typically try to ensure that they have 60 days. There have been modifications to that. We still plan for it to be a Category 1, Category 2 application process, which then gives you enough time to work on and address any deficiencies or any insufficient submissions. The goal is to get the states your money so that the work can continue to go on. Obviously, that's not always the case, and it's unfortunate, but we're working towards that goal.

**Cassy Blakely, CCAS** – Will the Three-Year Plan be part of Category 1 or part of Category 2?

**Dr. TeNeane Bradford, OJJDP, SRAD** – Typically it's Category 2. The remaining of the planning has typically been in Category 2. This is the first year that this team reorganized and is actually taking on the start of the Three-Year Plan. We're excited about it and want to get it right. But I think the precedent has been Category 2. If I'm wrong, let me know. Jump in there. I see, "Correct." So yes. Category 2.

**Laura Broyles, OK** – Is the Community of Practice still active?

**Katie Penkoff, CCAS** – We are currently in the process of putting together an integrated website and Community of Practice. It will be a one stop shop where you can access public-facing information as well as login password-protected information that's meant for DSA personnel, SAG members, and individuals accessing individualized TTA.

**Melisa Milchman, DC** – We submitted addendums to the state plans this past year in compliance with the JJRA information. Is that information going to be folded into the overall state plan this coming year? And will the page limit be expanded to accommodate the new requirements?

**Dr. TeNeane Bradford, OJJDP, SRAD** – We have moved to where we are simplifying in requiring substantial information in a concise format. Not sure about that. There will be some addendums. We will have to explore ensuring that every aspect of the Three-Year Plan is covered. It's the first year. So, the last two years where you've seen kind of a smaller application, we're hoping that it won't be too much longer moving forward, but that was because it was an update year. So, if you didn't have any updates or you had some modifications, you could add to that, or you could simply check that there were no updates. That certainly would be a little bit different this year because it's the first year of the Three-Year Plan.

**Shannessy Ahu, HI** – Is the Certificate Program for Juvenile Justice Specialists that have been on board for less than 2 years?

**Katie Penkoff, CCAS** – The Certificate Programs are designed for people who have been in their role to two years or less unless there is a specific need that has been identified. Additionally, we are developing a continuum of learning maps for all DSA personnel in partnership with OJJDP that we will be sharing with folks. The Certificate Programs are really looking at, "What are the basic roles and responsibilities of the job?" And then the continuum of learning really gets into the more nuanced questions that more seasoned DSA personnel often have once they really get into the roles, understand the basic functions of their positions, and start really working on system improvement efforts within their states.

**Cassy Blakely, CCAS** – The only thing I would add is just that when we say continuum of learning, those would be virtual opportunities to dig in deeper. It may be a webinar. It may be part of state calls. It may be office hours. It may be a chance to connect with peers. It will be a range of virtual opportunities to get into that information for folks at all levels of their work and their position or multiple positions for those of you that wear multiple hats. But that certificate program really lays the foundation for those who are just getting their feet underneath them in their new roles.

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#### **Other Opportunities and Final Reminders for Three Year State Planning**

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Cassy Blakely shared that OJJDP has reopened a call for presentations to the field for the upcoming SRAD Conference and the continuum of learning. If states are looking to highlight some of the amazing work that is being done in their state or territory, OJJDP would love to hear about it. States are encouraged to submit a proposal for the presentation to be placed into the continuum of learning.

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#### **Closing Remarks**

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Associate Administrator Dr. Bradford expressed her gratitude for Cassy Blakely's presentation. Dr. Bradford also introduced new SRAD team members, Diamond Lewis and Cara Blair. Dr. Bradford shared that Ms. Lewis has drafted a multi-page resource guide, with some information that is specifically COVID related, and a number of other criminal justice related, juvenile justice related resources, grant funding opportunities, starting with OJJDP, and its partners, and our other divisions, a lot of grant opportunities within OJJDP that some attendees may or may not have been able to take advantage of and submit for as well as Office of Justice Programs (OJP) and other significant federal partners across the federal government that in some way may touch attendees. She shared that OJJDP is excited to get the resource out to states once it has been vetted appropriately. Dr. Bradford further shared that the resource was provided to state SRAD Program Managers and encouraged states who have questions to contact their assigned managers. She stated if there were specific questions or if states wanted to hop on a call and problem solve around what the possibilities are out there that SRAD Program Managers have been given permission to informally give some recommendations to you in the meantime. Finally, Administrator Caren Harp thanked attendees and CCAS for another informative and productive call. Administrator Harp also encouraged the states to ask questions throughout the Three-Year Planning process so that OJJDP can provide states the needed information and resources.