August 10, 2015

The Honorable Woodrow Gossom, Jr.
Wichita County Judge
Via E-mail: county.judge@co.wichita.tx.us

RE: FY2016 Statement of Grant Award – Grant Number 212-36-D08

Dear Judge Gossom:

I am pleased to inform you that the Texas Indigent Defense Commission has awarded Wichita County a **FY2016 Multi-Year Discretionary Grant** in the amount of **$15,470** in response to your application titled **Mental Health Social Worker**. Your Statement of Grant Award for fiscal year 2016 is attached. Please sign, scan, and return via e-mail the Statement of Grant Award to Edwin Colfax at ecolfax@tidc.texas.gov on or before **September 15, 2015**. You do not need to mail a copy.

Congratulations to Wichita County on taking the lead in Texas by developing this new indigent defense program. If you have any questions or need clarification of the information contained in this letter or the attached Statement of Grant Award, please contact Edwin Colfax, the Commission Grants Administrator at (512) 463-2508.

Sincerely,

Sharon Keller
Chair, Texas Indigent Defense Commission
Presiding Judge, Court of Criminal Appeals

Copy: James Rasmussen, Program Director, james.rasmussen@co.wichita.tx.us
Deborah Stevens, County Auditor, Deborah.stevens@co.wichita.tx.us
Grant Number: 212-36-D08
Grantee Name: Wichita County
Program Title: Mental Health Social Worker
Grant Period: 10/1/2015-9/30/2016
Grant Award Amount: $15,470

The Texas Indigent Defense Commission (herein, the Commission) has awarded the above-referenced grant to Wichita County (herein, the County) for indigent defense services. The authorized official named on the grant application must sign this Statement of Grant Award and return it to the Commission by September 15, 2015. The grantee will not receive any grant funds until this notice is executed and returned to the Commission. Funding is provided as listed in the categories in the table below:

<table>
<thead>
<tr>
<th>Direct Costs</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Personnel (Total Number of FTEs: 1)</td>
<td>$48,000</td>
</tr>
<tr>
<td>2) Fringe Benefits</td>
<td>$20,000</td>
</tr>
<tr>
<td>3) Travel and Training</td>
<td>$3,000</td>
</tr>
<tr>
<td>4) Equipment</td>
<td></td>
</tr>
<tr>
<td>5) Supplies</td>
<td>$400</td>
</tr>
<tr>
<td>6) Contract Services</td>
<td></td>
</tr>
<tr>
<td>7) Indirect Costs</td>
<td></td>
</tr>
<tr>
<td><strong>Total Proposed Costs</strong></td>
<td>$71,400</td>
</tr>
<tr>
<td>Less Cash from Other Sources- County Match</td>
<td>$55,930</td>
</tr>
<tr>
<td><strong>Total Amount Funded by Commission</strong></td>
<td>$15,470</td>
</tr>
</tbody>
</table>

**Standard Grant Conditions:**

- The authorized official for the grantee accepts the grant award.
- The authorized official, financial officer, and program director, referred to below as grant officials, must comply with the terms of the grant as written in the Request for Applications issued on January 27, 2015, including the rules and documents adopted by reference in the Commission’s Grant Rules in Title 1, Part 8, Chapter 173, Texas Administrative Code.
- The grant officials understand that a violation of any term of the grant may result in the Commission placing a temporary hold on grant funds, permanently de-assigning all or part of the grant funds, requiring reimbursement for funds already spent, or barring the organization from receiving future grants.
- Disbursement of funds is always subject to the availability of funds.
- The grant officials agree to follow the grant terms contained in the “Terms and Conditions” contained in Attachment A which includes the final grant application.
- Any indigent defense plan documents submitted to the Commission must continue to meet all grant eligibility requirements.
The authorized official for this grant program has read the preceding and indicates agreement by signing the Statement of Grant Award included below.

[Signature]

Signature of Authorized Official

Woodrow W. Gossom, Jr., County Judge

Name & Title (must print or type)

October 29, 2015

Date
Attachment A

Terms and Conditions

In addition to the program requirements stated in the Request for Applications (RFA) these specific program requirements apply to this funded program.

— The budget appearing in the Statement of Grant Award was developed under the assumptions that the grant is based on a 12-month period. The schedule provides the county twelve months of funds at each of the original agreed upon funding levels. If the county has a delayed start in the first year, it may necessitate an adjustment in future years to allow the county to fully expend grant funds. The intention is to follow a declining schedule of 80 percent in the first year; then, 60 percent in the second year; then, 40 percent in the third year; and 20 percent in the final year of the Commission support. The grants will remain on a fiscal calendar (October to September), but future awards will reflect any needed modifications to implement this policy.

— This grant requires quarterly progress reports to provide information on the effectiveness of the program. The Commission grants administrator will construct an on-line progress report that best reflects the actual work performed in this program and is consistent with the FY13 application listed below as edited and agreed to. The County will be able to request modifications to the on-line report when the performance measures are determined to not accurately reflect the work performed. See the Timeline for Reporting and Fund Distribution at the end of this document for dates.

— The County will submit expenditure reports to obtain reimbursement of expended funds based on actual expenditures. The reimbursements will be proportional to the county’s required match. See the Timeline for Reporting and Fund Distribution at the end of this document for dates.

2013 Wichita County Discretionary Grant Application Narrative
(Multi-Year Grant)

a. Application Form
  Counties Represented: Wichita
  Fiscal Year: 2013
  State Payee Identification Number: 17560011987
  Division To Administer Grant: Constitutional Judge and/or Office of the Public Defender
  Program Title: Mental Health Social Worker
  Requested Grant Amount:$45,019
  Financial Officer: Deborah A. Stevens
  Program Director: James A. Rasmussen
  Mailing Address: 900 7th Street; Rm 202; Wichita Falls, TX 76301

b. Introduction (Executive Summary)
  Wichita County through the Wichita County Public Defender's Office submits this application for funding to create the position of a Mental Health Case Manager. We envision this position manned by an individual with professional qualifications actively and exclusively managing indigent clients suffering from mental illness as well as those persons with mental retardation. The primary goal/activity being to screen or identify indigent individuals with mental health issues entering the county jail population and released on bond for enhanced legal representation by the public defender who may be (1) promptly diverted from jail to a suitable mental health care facility or program outside the criminal justice system (2) appropriately helped while awaiting trial or
disposition or, if necessary, (3) successfully treated within the community supervision system in order to avoid revocation and recidivism. The Case Manager would serve the public defender by providing specialized case management for the defense team as a professional “watchdog” for these individuals.

c. Problem Statement
In recent years the Office of the Public Defender in Wichita County has represented and observed a sizeable number of indigent individuals suffering from mental illness or mental retardation and has identified a need for an individual with professional training to operate within the local indigent legal system to screen and monitor the delivery of mental health services to these individuals. This need is indicated by the significant number of persons with known mental health problems.

The Wichita County Sheriffs Office (“WCSO”) studied 1,483 jail inmates admitted to the Wichita County Jail during the months of January and July 2011. Out of this population, 473 individuals, or 31.89%, had positive CCQs, or Continuity of Care Queries, meaning that those individuals have “a current or past history of state mental health care.” The WCSO further indicated that during calendar year 2011, 1,141 Wichita inmates received psychotropic medication while in the Wichita County Jail. This medication consisted of 2,243 individual prescriptions.

The Wichita County Community Supervision and Corrections Department ("CSCD") reports that from December 2008 to September 2010 at least 226 individuals under their supervision were identified as receiving state-funded mental health services. Nearly all of these services are provided locally by the Helen Farabee Mental Health and Mental Retardation Center ("MHMR"). The number of people under supervision during that time frame was 1,805 persons. Thus, according to CSCD 12.5% of those individuals on community supervision received state mental health treatment. The CSCD currently maintains a 40-person mental health caseload with a 20-person waiting list.

The Biennial Report of the Texas Correctional Office on Offenders with Medical or Mental Impairments statistics indicate that in December 2010 31.58% of the Texas Department of Criminal Justice ("TDCJ") population were former MHMR clients. The December 2009 percentage for the same population showed 28.90% to be former MHMR clients. Thus, the number of individuals entering the prison system with a mental health history is trending upward and these statistics evidence the fact that Wichita County's percentage of mentally ill inmates is comparable to TDCJ figures and there is no reason to believe that those offenders entering TDCJ do not have roughly the same level of mental health histories.

The foregoing populations comprise only those persons with a known history of state mental health services and do not include persons that may have received private, rather than state, mental health treatment and those individuals who are manifesting illnesses or mental health problems for the first time as well as those persons suffering from continuing mental health disorders who simply have never been diagnosed or received state mental health treatment.

Individuals suffering from mental illness or mental retardation are frequently in and out of jail and their illnesses or conditions and the difficulties associated with representing these clients prolong their incarceration while awaiting trial or disposition. The attorneys with the Office of the Public Defender (most of whom carry over 200 cases at a time), as well as those private attorneys who act as assigned counsel, do their very best to identify, consider and address mental health concerns but they are not properly trained or able to assist their clients with these complicated issues and must focus their efforts on the client's legal problems.

The need exists for an individual with professional training to manage the mental health issues of this significant number of indigent clients and also to identify those undiagnosed individuals who may be in need of diagnosis and treatment.

d. Objectives
The objective to be achieved by the Mental Health Case Manager position is to assist the public defender's office and assigned counsel in the early recognition and identification of those indigent clients who suffer from mental illness or mental retardation; and then work with counsel in achieving a successful disposition of the clients' criminal cases—a disposition that takes into account the mental health needs of the client.

In some cases it will be appropriate to seek a disposition that diverts the clients from the criminal justice system entirely in favor of treatment. The Case Manager will be aware of and have working partnerships with those persons and entities treating and assisting the diverted client. In other cases, it will be necessary for the Case Manager to work with jail officials and local agencies on behalf of the public defender and assigned counsel concerning client-management problems and to monitor the delivery of services and resources to those
individuals who must remain in jail, stand trial or await a more formal disposition. The Case Manager will also examine the services and mental health needs of clients who face post-conviction and community supervision revocation proceedings. Other important goals of the program would be to help counsel ensure that indigent clients are stabilized on medication, reconnected with families and/or support systems, and making sure they have adequate housing and transportation in order to avoid missing court appearances and attorney appointments. The Mental Health Case Manager will act as a liaison between the public defender and assigned counsel and persons or entities providing mental health resources. Measurable goals include shortening the time of incarceration, the time between arrest and disposition and reducing recidivism.

Finally, the Case Manager position will be responsible for indigent attorney training. The Case Manager will periodically instruct public defenders, private attorneys, judges and prosecutors on matters of mental health and its relationship to the criminal justice system.

e. Methodology or Project Design (Activities)
   1. A The County/MHMR oversight committee would be selected to will determine the specific position responsibilities and qualifications and a procedure to advertise for, interview and hire the Mental Health Case Manager. The Case Manager would possess either a bachelor's or master's degree in social work, psychology or a comparable field and preferably would be licensed by the State of Texas.
   2. The A selection committee to recommend a candidate may would consist of the county judge, public defender, one district or county court at law judge, the MHMR Director and one representative of the private bar from the court-appointed counsel list.
   3. The County and Helen Farabee MHMR will work out an agreement concerning the employment status of the Mental Health Case Manager and/or the working relationship between the entities to operate during the grant period as well as a client confidentiality agreement, as may be necessary for conflict free representation.
   4. The Mental Health Case Manager would be hired in the public defender office according to the committee developed procedure and any support staff would be hired by the Case Manager.
   5. The office position would be selected and equipped. Office space is available for use by the Case Manager at either the MHMR Center and the County Courthouse or Courthouse Annex or both.
   6. The County will provide the Case Manager with access to appropriate county information such as jail access information, district and county clerks' computer database as well as the central magistrate's database. Appropriate resources would be provided by MHMR.
   7. The Case manager will initiate contact with the local mental health providers, the WCSO, the local law enforcement agencies, local state agency offices (e.g. CPS and APS) and establish, as may be possible, partnerships with these and other relevant entities.
   8. The oversight committee, county and the public defender's office will set up a program to gather data for measurement and evaluation of the Mental Health Case Manager program. A program for recording and reporting all relevant data will be prepared.
   9. The Case manager will establish a screening and evaluation process and begin functioning and handling clients.
   10. The Case manager will provide case management services to the client indicated by the policy and plan on behalf of the Public Defender Office and assigned counsel when appropriate.

f. Evaluation
   The ability to evaluate will be at the heart of this program. Thus, it will be important to determine statistically and maintain data of the following:
   1. Number of indigent clients screened and identified by the Mental Health Case Manager;
   2. The number of persons that are diverted for initial treatment or returned to treatment outside the criminal justice system;
   3. The amount of time in days that an indigent mental health client remains in custody at the jail;
   4. The number of clients who continue treatment after disposition through the Wichita CSCD;
   5. The number of attorneys who receive training in the identification and handling of clients with mental health issues.
   6. The recidivism rate of those persons handled by the Mental Health Case Manager.
   7. Conduct a survey of stakeholders and report the summary and analysis to the commission about the processes
and representation provided to mentally ill offenders.

g. Future Funding
Wichita County is committed to improving the criminal justice system of Wichita County as it relates to those persons with mentally illness and persons with mental retardation who are accused of crimes. The amount of funding requested includes one-time expenditures and start-up costs such as equipment furniture etc. The funding will comply with the TIDC Discretionary Grant policies and rules especially regarding county matching funds (20% the first year, 40% the second year, 60% the third year and 80% the fourth year). This grant, if approved, will be reviewed each year during the county budget process for future funding needs. It is believed that at the conclusion of the multi-year grant program that the Public Defender, local judges and the commissioners' court will evaluate the success of the program and the feasibility of expending General Fund dollars to continue the program.

h. Budget Narrative and Budget Form
Personnel
The personnel costs include 21 new staff members to operate and perform the mental health case manager function-the Mental Health Case Manager and one staff person/secretary. The staff position may be handled by contract services, if necessary. Salary and benefits of the Case Manager would be approximately $65,736.00. The cost of the staff person/secretary or contract services would be $26,400.00.

Travel and Training
Travel and training expenses include the training of attorneys, mental health staff, WCSO staff and other law enforcement officials. The start-up cost is $5,000.00.

Equipment
This would include at least 2 computers, a printer/copy machine and associated software. This one-time cost would be $19,000.00.

Supplies
Necessary supplies would include office supplies as well as furniture, filing cabinets and associated items. The total cost would be approximately $6,000.

Timeline for Reporting and Fund Distribution
Reports will be submitted on-line over the Internet.

<table>
<thead>
<tr>
<th>Reporting Period</th>
<th>Type Report Due</th>
<th>Date Report Due</th>
<th>Fund Distribution Date</th>
</tr>
</thead>
</table>