

Ending Girls' Incarceration in California Action Network **Quarterly Report Guidance**

Instructions

The term of the agreement with the California Health and Human Services Agency, Office of Youth and Community Restoration ("OYCR") and each grantee site participating in the Ending Girls' Incarceration Action Network ("Action Network") shall commence on June 1, 2023, and continue through June 1, 2024.

Quarterly reports should be submitted via email to Marcia Rincon Gallardo, Chief Systems Change and Equity Division Officer, (Marcia.RinconGallardo@chhs.ca.gov) and Alisa Hartz, Counsel (Alisa.Hartz@chhs.ca.gov) at OYCR. Please copy your Vera point of contact on the email. Reports are due by the following dates:

- Quarter 1: Report due by September 8, 2023
- Quarter 2: Report due by December 8, 2023
- Quarter 3: Report due by March 8, 2024
- Quarter 4: Report due by May 31, 2024

Please use the template below to complete the quarterly reports.

As part of the Action Network and as laid out in the data request, sites are also required to report aggregated data points on a quarterly basis. Data representatives from each site's probation department should have already received templates to guide them in supplying these statistics. Vera staff will reach out directly to data representatives with information on how to upload this information to our secure server. The data includes the following:

1. Girls' and boys' admissions to probation facilities by charge level (felony, misdemeanor, status offense, violation of probation, bench warrant) and race, by month
2. Girls' and boys' admissions to probation facilities by detention assessment score and race, by month
3. Current number of girls and boys held in probation facility by case status (pre- and post-adjudication) and charge level (this is a snapshot from the last day of each quarter)
4. Current number of girls and boys under active probation supervision (outside of a facility) by case status (pre- and post-adjudication) and charge level (this is a snapshot from the last day of each quarter)

Ending Girls' Incarceration in California Action Network Quarterly Report

Name of submitting agency:	Sacramento County Probation
Contact person name and title:	Shelly Cortez, Administrative Services Officer 2
Contact email:	cortezs@saccounty.gov
Contact phone number:	(916) 875-2458
Dates for which quarterly report is being submitted:	12/1/23 to 2/29/24

Grant Tasks

Below is the list of deliverables expected of each participating Action Network sites, as listed in EXHIBIT A, SECTION 5 - SCOPE OF SERVICES AND CONSIDERATIONS of the OYCR grant agreement.

Please provide status updates for each deliverable:

Deliverable	Status
	Please describe the status of this deliverable, including any barriers or delays to meeting deliverables.
Execute Vera data agreement <i>(Target timeframe: Q1)</i>	August 28, 2023
Execute OYCR grant agreement <i>(Target timeframe: Q1)</i>	August 17, 2023
Finalize administrative data request with Vera team <i>(Target timeframe: Q1)</i>	Ongoing
Send Vera and OYCR the individual-level data as outlined in the data request <i>(Target timeframe: Q1-Q2)</i>	November 2, 2023
Facilitate Vera diagnostic conversations with local stakeholders <i>(Target timeframe: Ongoing)</i>	All requested interviews have been complete. Additional interview may be requested by Vera.
Facilitate the attendance and engagement of local agency leadership at Action Network and related meetings <i>(Target timeframe: Ongoing)</i>	Ongoing
Provide relevant policy documents to Vera as needed to inform planning <i>(Target timeframe: Ongoing)</i>	Ongoing
Collaborate with Vera and OYCR to develop a collaborative process that will oversee this work locally <i>(Target start date: Q2)</i>	Not started

<p>Develop and implement at least one policy or formalized practice change in one juvenile justice agency or involving multiple local agencies that will contribute to reductions in girls' incarceration <i>(Target timeframe to identify policy: Q2; Target start date to begin implementation: Q3)</i></p>	<p>Formal Intake Policy in DRAFT form and in process.</p>
<p>Identify a key resource gap for girls and gender expansive youth in the community-based continuum and, in collaboration with local CBO(s), develop a concept and design for a programmatic investment that can address this gap. <i>(Target timeframe to identify target: Q2; Target start date to begin program design: Q3)</i></p>	<p>Resource cards/bookmarks: Provide girls and gender expansive youth with bookmark (while detained) and hard plastic resource cards for access to local resources via a QR code that leads to an unbranded resource page. – Ongoing</p> <p>Neighborhood Alternative Center (NAC): This program will allow us to provide local treatment and diversion services for youth who otherwise may face detention or placement in congregate care. Our plan allows opportunities for multiple treatment functions to serve a broad population of youth. – Ongoing</p>

In the space below, please expand on the information above to provide a fuller account of the activities that your county engaged in as part of this work in the past quarter.

Funds Disbursed by Category

The below section is to provide an accounting of grant funds disbursed to support site administration and participation in the Action Network. See EXHIBIT A, SECTION 5, SUBSECTION 1.1 for intended use of funds.

Please list staff identified to work on the grant and/or any staff who have dedicated any time to grant activities, along with their title, overview of their role or contribution to the Action Network, estimated amount of time spent on the Action Network this past quarter, and an estimate cost for that time in the reporting period. Please add more lines or notes below this table, if needed.

Staff Name	Title	Role/Contribution	Percent of time spent on the Action Network this reporting period	Amount of funds spent for their staff time this reporting period
Shelly Cortez	Admin Svcs Officer 2	Site Administrator	10.71%	\$5,633.10
Robert Edmisten	Asst Probation Division Chief	Diagnostic Support	2.68%	\$2,523.35
Thomas Harp	Info Tech Business Systems Analyst 2	Data Support	2.14%	\$1,126.62
Lynsey Semon	Probation Division Chief	Diagnostic Support	2.14%	\$2,286.23
Kelly/Perez	Admin Svcs Officer 1	Diagnostic Support	1.79%	\$780.33
Kristen McDonald	Asst Probation Division Chief	Diagnostic Support	1.43%	\$1,345.79
Dawn Isais	Admin Svcs Officer 3	Diagnostic Support	1.43%	\$893.73
Bettega/Bryant	Admin Svcs Officer 2	Diagnostic Support	1.43%	\$751.08
Julie Wherry	Asst Chief Probation Officer	Diagnostic Support	1.07%	\$1,294.54
Brandi Curry	Probation Division Chief	Diagnostic Support	1.07%	\$1,143.11
Brad Marietti	Probation Division Chief	Diagnostic Support	1.07%	\$1,143.11
			Total	\$ 18,920.99

Please provide an overview of spending in other categories.

Note: The categories provided below are for guidance. You do not need to have spent funds in every category. If you have spent, please provide more information in the space provided (“other”).

Category	Description	Amount Disbursed
Travel	N/A	\$0
Materials	N/A	\$0
Meeting Refreshments	N/A	\$0
Other	N/A	\$0
Total:		\$0

If you would like to allocate funds to a new category in the coming quarter, please provide more information below and OYCR staff will follow up.

During Q4, Sacramento County Probation plans to continue efforts to identify resources, personnel, and CBOs for the NAC proposal and purchasing/distributing the resource cards/bookmarks.