



Allegheny County Department of Human Services

RFP Response Form

RFP for the Development of an Enhanced and Comprehensive Reentry System

PROPOSER INFORMATION

Proposer Name: Renewal, Inc.

Authorized Representative Name & Title: Doug Williams, President and CEO

Address: [REDACTED]

Telephone: [REDACTED]

Email: [REDACTED]

Website: www.renewalinc.com

Legal Status: For-Profit Nonprofit Sole Proprietor/Individual Partnership

Women Owned: Yes No

Minority Owned: Yes No

If yes, select the ethnicity:

American Indian or Alaska Native

Black or of African decent

Hispanic or Latino/a

Native Hawaiian/Pacific Islander

Western Asian/Middle Eastern

East Asian/Far Eastern

South Asian/Indian (Subcontinent)

Southeast Asian

Other Asian

Multi-racial

Self-Describe: [Click here to enter text.](#)

Faith Based: Yes No

Partners included in this Proposal: N/A

How did you hear about this RFP? *Please be specific.* Email notification from Allegheny County Department of Human Services

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PROPOSAL INFORMATION

Which service are you proposing to provide? *(please check all that apply):*

- CT-R Course Facilitation
- Curriculum-based Programming
- Activities-based Programming and Resource Coordination

If your organization is proposing to provide Curriculum-based Programming, please select the service area(s) for which you're proposing to provide programming.

- Mental and Physical Health
- Substance Use Treatment-related Supports
- Job Training and Development
- Relationship Building and Maintenance

Total dollar amount requested: \$562,323

Proposal summary *(please use only one sentence):*

Renewal, Inc. proposes to offer all services, including the CT-R Facilitation, Curriculum-Based Programming, and Activities-Based Programming and Resource Coordination as outlined in the Request for Proposal (RFP) for the Development of an Enhanced and Comprehensive Reentry System.

REQUIRED CONTACTS

| | Name | Phone | Email |
|-----------------------------|----------------|------------|------------|
| Chief Executive Officer | Doug Williams | ██████████ | ██████████ |
| Contract Processing Contact | Scott Johanson | ██████████ | ██████████ |
| Chief Information Officer | Doug Williams | ██████████ | ██████████ |
| Chief Financial Officer | Paul Trunzo | ██████████ | ██████████ |
| MPER Contact* | Scott Johanson | ██████████ | ██████████ |

* [MPER](#) is DHS's provider and contract management system. Please list an administrative contact to update and manage this system for your agency.

BOARD INFORMATION

* For the Board Chairperson, you must list an address, phone and email address different than the organization.

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Board Chairperson Name & Title: Mary Anne Foley, Chairperson

Board Chairperson Address: [REDACTED]

Board Chairperson Telephone: [REDACTED]

Board Chairperson Email: [REDACTED]

Partners included in this Proposal: N/A

REFERENCES

Provide the name, affiliation and contact information [include email address and telephone number] for three references who are able to address relevant experience with your organization. *Please do not use employees of the Allegheny County Department of Human Services as references.*

REFERENCE #1

Dr. Alan A. Axelson, MD, DLF, AACAP & APA

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

REFERENCE #2

Brian McCollum, Regional Director
Department of Corrections, BCC Region 3

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

REFERENCE #3

Robert Fassinger, Parole Supervisor, Pittsburgh Prep 1
Pennsylvania Department of Corrections
Office of Field Probation and Parole Supervision
North Sub Office

[REDACTED]
[REDACTED]
[REDACTED]

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CERTIFICATION

Please check the following before submitting your Proposal, as applicable:

I have read the standard County terms and conditions for County contracts and the requirements for DHS Cyber Security, EEOC/Non-Discrimination, HIPAA and Pennsylvania's Right-to-Know Law.

By submitting this Proposal, I certify and represent to the County that all submitted materials are true and accurate, and that I have not offered, conferred or agreed to confer any pecuniary benefit or other thing of value for the receipt of special treatment, advantaged information, recipient's decision, opinion, recommendation, vote or any other exercise of discretion concerning this RFP.

Choose one:

My Proposal contains information that is either a trade secret or confidential proprietary information and I have included a written statement signed by an authorized representative identifying those portions or parts of my Proposal and providing contact information.

OR

My Proposal does not contain information that is either a trade secret or confidential proprietary information.

ATTACHMENTS

Please submit the following attachments with your Response Form. Attachments do not count towards the page limit for your Proposal.

- Sample Staffing Plan (*please provide a staffing plan for each service proposed*)
- Sample Curriculum (*only for Proposers of Curriculum-Based Programming*)
- Sample Activities Schedule (*only for Proposers of Activities-based Programming and Resource Coordination*)
- Letter(s) of support from a community-based organization/individual
- Partner commitment letters, if applicable
- MWDBE and VOSB documents (*see Sections 6.1 and 6.2 of the RFP for more details*)
- W-9

REQUIREMENTS

Please respond to the following. **All Proposers must complete the Organizational Experience, Organizational Capacity and Budget Sections. Please complete these sections only once,**

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regardless of the service(s) proposed. The score from these sections will be added to the score for each service proposed. The maximum score that a Proposal can receive in each category of service is:

- Recovery-Oriented Cognitive Therapy (CT-R) Courses Facilitation = 95 points possible
- Curriculum-based Programming = 105 points possible
- Activities-based Programming and Resource Coordination = 80 points possible

Complete only the sections for the service(s) you wish to propose. Services not included in your Proposal may be left blank. Please stay within the page limit listed at the top of each section.

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All Proposers must complete these sections. Your response to this section must not exceed 5 pages.

Organization Experience (30 points)

1. Describe your organizational experience and success working in difficult settings with high-need individuals and/or communities with diverse identities, especially current or former justice-involved individuals. (10 points)

Renewal, Inc. and its sister companies are well qualified for the proposed services because of our long history of success in providing evidence-based practices addressing the reentry needs of the forensic population. We have always worked with the hardest to reach segment of society, both in the community, and those involved in the criminal justice system. Renewal employs staff that has the appropriate education, credentials, training and experience to provide the services we are proposing. Renewal and its affiliates combine to provide comprehensive programming options including alternative housing, inpatient SUD Treatment, intensive outpatient SUD Services, outpatient SUD services, licensed psychiatric clinic services, Batterer's Intervention Programming, Life Skills Curriculum, Workforce Development, Housing Assistance, Mentoring, and a 24/7 certified assessment center for those needing help with a substance use disorder.

From inception, Renewal, Inc. has been dedicated to helping formerly incarcerated individuals return to society as responsible citizens. Renewal, Inc. was founded in 1958 through the efforts of a group of Pittsburgh businessmen serving on the Penal Committee of the St. Vincent de Paul Society. In its formative years, Renewal, Inc. assisted former offenders in developing a parole plan by identifying sponsors and employment opportunities. The Catholic Diocese provided housing for the parolees, who frequently lacked resources or families to support them, at the St. Joseph House of Hospitality in the lower Hill District of downtown Pittsburgh.

Renewal, Inc. was then incorporated and began providing reentry services in 1976 through the efforts of Administrator Thomas O'Brien, also a former offender and resident in the program. Renewal, Inc. expanded its services in 1988 to include housing by opening a 25-bed facility in Homestead, achieved through a contract with Allegheny County. The goal was to help mitigate overcrowding in the Allegheny County Jail. Based on the success of the initial program, Renewal, Inc. fostered its relationship with Allegheny County and entered additional contractual agreements with a range of County, State, and Federal entities. Throughout the 1990s and early 2000s, Renewal expanded to accept women and include adult basic education services; Drug Court services; alternative housing and work release services; and whole-family, mental health, cognitive behavioral therapy, and continuing care programming. Today, we offer residential services for up to 672 individuals in two facilities in the Pittsburgh area.

Renewal Treatment, Inc. was founded, incorporated and licensed to provide behavioral health, dual-diagnosis, inpatient and outpatient alcohol and other drug services in 1997. In 2011, Renewal acquired Lydia's Place. Lydia's has been providing reentry and family reunification services since 1993. Renewal has continued providing reentry services to include, Housing, Mentoring, Family Reunification, Batterer's Intervention Programming, Outpatient Mental Health, Outpatient AOD and Workforce Development. In December 2004, Renewal, Inc. was awarded a contract by the PA DOC and PBPP to perform PA Community Alternative to Prison Program services (PennCAPP). Renewal operated the program, being renamed Parole Violator Center (PV), until the year 2017 when the PA DOC and PBPP "phased out" the use of these services. At the peak of the program, Renewal, Inc. was operating two (2) PV units located on the 4th floor and 5th floor of our 704 Second Avenue location.

In 2011, Renewal started GETPAID (Gaining Employment Through Planning Advocacy and Dedication), a 501c3 to provide six-months of on-the-job employment training to individuals returning to the workforce. It offers employment training and incorporates contemporary best practices in employment reentry services and pre-employment and employment readiness training help. Currently Renewal partners with the Pittsburgh Downtown Partnership to provide power washing to the alleyways and sidewalks and various other projects throughout the year. Since its inception, GETPAID has employed 414 employees to date.

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In 2020, and in the middle of an opioid epidemic, Renewal Inc. in partnership with Allegheny County opened the Pathway to Care and Recovery and Safe Place to Stay Program (PCR). This program serves those with a substance use disorder. PCR is a certified assessment center open 24/7/365. Anyone, at any time can call or walk through the doors of PCR and expert staff including those with lived experience will engage and assess the individuals using a comprehensive biopsychosocial intake assessment utilizing ASAM criteria to make a level of care determination. Staff then place the individual into the appropriate level of care. If a bed is not available at the identified treatment facility at that time, the individual is offered a safe place to stay upstairs from the PCR program. Here, the individual is provided an individual room, access to bathroom/shower, hot meals, laundry, medical attention and educational groups. The PCR program has served 6,230 individuals since its inception.

2. Describe your organizational experience and success in building trust in the communities within which you work, including at least one letter of support from a community-based organization/individual. (10 points)
Renewal's management and staff has long seen the benefit of good collaboration with various agencies and our communities. We have worked successfully with many agencies and organizations in and out of the county and throughout the state to implement a shared strategy to better meet the needs of the reentrants and our community. **See attachment 3, Sample Activities Schedule and Wheel of Services**

Agencies that provide services on site:

Occupational Vocational Rehabilitation (OVR) - assist reentrants with applying for OVR services, Central Outreach Wellness - HIV and Hepatitis C testing, Divine Intervention Ministries - conducts spiritual and reentry services, Justice Related Services - provides intensive case management services, PA Career Link - employment and educational services, Trade Institute of Pittsburgh (TIP)-job training and development, Dollar Bank-Finance and Budget Literacy, GETPAID-On the job training, Lydia's Place – Housing assistance, Community Kitchens Pittsburgh - conducts application process for admission to their program with follow-up vocational training, Veterans Administration - benefit consultation, Narcotics Anonymous - conducts several meetings per week, Alcoholics Anonymous - conducts in-house meetings, Raj Narayan, M.D. - psychiatric services, and Scott Cook, M.D. - medical services.

Other Collaborative Agencies:

Mercy Behavioral Health - drug and alcohol/mental health services, Turtle Creek Valley MH/MR - drug and alcohol/mental health services, UPMC Mercy - psychiatric inpatient services/PREA required SAFE/SANE Nurse services, WPIC - psychiatric inpatient services, Resolve - crisis intervention, Family Links - drug and alcohol/mental health/ family services/bridge housing, POWER - drug and alcohol outpatient services, Reimagine Reentry-Reentry Services, The Kintock Group, Goodwill Industries - educational and housing services, Jubilee Kitchen - housing and health services, Urban League - reentry case management/housing, Pyramid Health Care - drug and alcohol housing, UPMC Shadyside - agreement for medical services, Travelers Aid – transportation, , Chartiers Center- psychiatric services/crisis services, University of Pittsburgh School of Dental Medicine - dental services, Center For Victims - victim advocate/crisis counseling/PREA required rape crisis counseling.

Renewal, Inc. staff will work in conjunction with all other granted proposers funded under this agreement for the betterment of the individuals we will serve inside the jail and out in the community.

Renewal, Inc. has been at our 339 Boulevard of the Allies location since 1995, 704 Second Avenue location since August 2005, 700 Fifth Avenue since 2011, and 326 Third Avenue since 2019. Renewal, Inc. has enjoyed positive relationships with our surrounding communities.

Community Advisory Board

Renewal, Inc. is governed by a Board of Directors that is comprised of area professionals which meets nine (9) times a year. Renewal, Inc.'s Board of Directors approved policy and procedures and subsequent practices for the establishment of a Community Advisory Board (CAB). Renewal Inc.'s Board of Directors or members of Renewal's Executive Management recommends internal and external stakeholders for our two (2) Community Advisory Boards who are representative of our local communities. Every effort shall be made so that the CAB membership

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is comprised of the following: employers who employ reentrants in the local community, appropriate social service agencies, legal service organizations, elected officials, law enforcement, and citizens. Renewal, Inc. shall maintain documentation of membership and attendance, to include efforts to expand participation.

Each CAB meets separately and on a quarterly basis during the calendar year for the purpose of sharing and collaborating on specific activities to foster and maintain positive community relations and partnerships. The main function of our CAB is to provide a forum for a two-way communication, public education, advocacy and understanding between Renewal, Inc., the Pathway to Care and Recovery Program, and members of our surrounding community.

Community Service

Renewal works to maintain positive relationships out in the community by participating in community service events with local area non-profits.

Public Meetings, Associations, Partnerships and Committees

Renewal increases public awareness and provides education about our mission by attending public meetings held by government officials. Renewal attends the Allegheny County Jail Oversight Meeting on a monthly basis. Renewal uses this forum to provide statistical information but also a verbal report on our monthly accomplishments. Renewal will address any concerns voiced about our services in these meetings.

Renewal participates as committee members in several community organizations and are listed below:

Community Corrections Association of Pennsylvania-Membership is comprised of community corrections providers from all over Pennsylvania; Rehabilitation and Community Providers Association (RCPA)-RCPA is a trade association whose members offer mental health, intellectual disability and addictive disease treatment and services, medical and vocational rehabilitation and other related human services; Allegheny County Anchored Reentry Coalition (ACAR)-ACAR was created as a collaboration to support reentry by aligning resources addressing unmet needs in our community by serving previously incarcerated citizens. Renewal participates in the quarterly meeting as well as the annual summit. Renewal staff participate in the health and wellness subcommittee and meets monthly;

Citizens Advisory Committee-Renewal is a member of this committee facilitated by the PA Department of Corrections. The purpose of the committee is to engage in a collaborative effort with members to problem-solve to promote public safety; Allegheny County Jail Collaborative-Since 2000, Renewal has been participating in the jail collaborative with the common goal of providing reentry services for justice involved individuals; Pittsburgh Downtown Partnership Clean and Safe Committee-Renewal attends the monthly meeting. This forum is made up of law enforcement, community members and business owners. The PDP presents the work being done in and around the city and always includes the work of the Renewal's Clean Team through GETPAID; Pennsylvania Association on Probation, Parole and Corrections (PAPPC)-PAPPC supports and promotes best practice methods and professionalism in the field of juvenile and adult probation, corrections institutional care and community supervision. **See Attachment 4 (Five Letters of Support from community-based organization/individual)**

3. Describe your organizational understanding of trauma-informed approaches and explanation of how trauma-informed approaches will manifest in the Proposer's program(s) and/or when working with program participants. (10 points)

Renewal understands how trauma affects an individual's response to services, especially in the criminal justice/treatment process. Renewal also recognizes why appropriate staff response to an individual is critical.

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A trauma-informed approach begins with understanding the physical, social, and emotional impact of trauma on the individual, as well as on the professionals who are working with them. Trauma-informed practitioners are sensitive to the ways in which the client's current difficulties can be understood in the context of past trauma. (C. Knight 2014: 25)

It incorporates four principles.

1. Normalizing and validating client's feelings and experiences
2. Assisting them in understanding the past and its emotional impact
3. Empowering survivors to better manage their current lives
4. Helping them understand current challenges in light of past victimization
(Courtois 2001; Martsof and Draucker 2005; Wright et al. 2003)

Facilitating trauma informed trainings for our staff and using trauma informed curriculums is part of our mission to operate as a trauma informed agency.

Organization Capacity (15 points)

4. Describe your organizational capacity to recruit, retain and supervise high-quality, diverse staff, including individuals with lived experience with justice system involvement. (5 points)

Our current staff have the experience necessary to provide several of the proposed services including our Manager of Lydia's Place and Workforce Development who will supervise the proposed programs including reentry case management and Certified Recovery Specialist (CRS) staff. For those vacant and proposed positions, we have two recruiters, dedicated to recruiting and onboarding high quality and diverse staff including those with lived experience. We will work with Allegheny County Jail to ensure they complete the clearance paperwork and training necessary to provide the proposed services inside the Allegheny County Jail.

Renewal has recruited, hired and currently works with Certified Recovery Specialist (CRS) staff with lived experience in our Pathway to Care and Recovery Program. These individuals have the necessary credentials and lived experience for the services they provide. It is Renewal's policy to financially assist and reward staff who seek and obtain the necessary credentials and re-credentialing for certifications.

Renewal will work with the Department of Human Services to identify necessary resources for individuals with limited English proficiency or other communication barriers. Currently, Renewal works with AT&T's language line for the purpose of language interpretation. The use of the language line is meant to be used as an interpretation service when you have a client who has limited or no English proficiency. All Renewal staff, including those listed in this proposal, will be provided training and instruction on this service.

5. Provide a sample staffing plan for providing sufficient coverage at all times with an appropriate number of staff who have appropriate responsibilities and levels of experience. (5 points)

Renewal, Inc. is a 501c3 non-profit organization governed by a Board of Directors, who employ a CEO who has overall authority over all day to day operations of the entire organization. Renewal employs a Vice President of Program Services who is responsible for all clinical and programmatic functions for the entire organization. The Director of Reentry Services who reports to the Vice President of Program Services will have overall authority of all day to day operations of these proposed services including the Recovery-Oriented Cognitive Behavioral Treatment inside the jail and out in the community, one of the curriculum-based services and the activities-based services inside the jail. The Director of Clinical Services who reports to the Vice President of Program Services will work closely with the Director of Reentry Services and provide oversight to three of the curriculum-based services inside the jail.

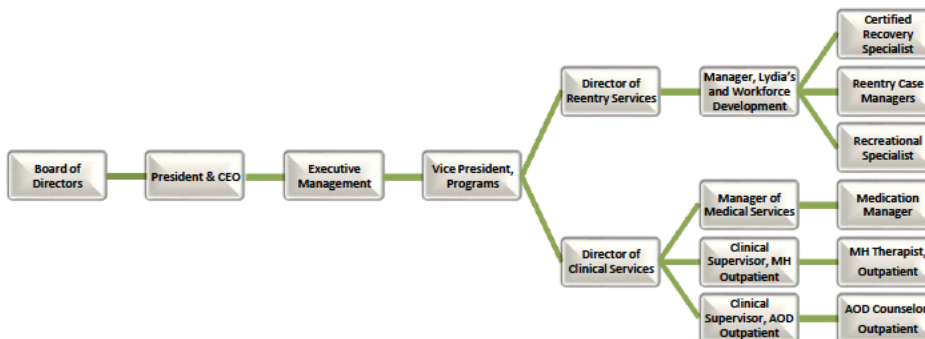
CT-R Services: Renewal's Manager of Lydia's Place and Workforce Development shall be responsible for the supervision of the reentry case managers and CRS staff designated for the proposed CT-R services in the jail and out in the community.

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Curriculum-Based Services: Renewal’s Director of Reentry Services will work in conjunction with the Director of Clinical Services to provide oversight to Renewal’s existing managers, supervisors, and staff providing the curriculum-based services inside the jail.

Activities- Based Services: The Manager of Lydia’s Place will be responsible for the supervision of the Recreation Specialist who will provide the Activities-Based Services.

See Attachment 1a: Sample Staffing Plan Enhanced and Comprehensive Reentry System



6. Referencing *Section 2.1 Collaboration with Beck Institute*, describe your organization’s plan to work with Beck Institute and strategies for agency-specific staff training, supervision and quality assurance. (5 points)
 Renewal will work closely with the Beck Institute to obtain all of the necessary training on Recovery-Oriented Cognitive Therapy (CT-R) and to train all staff and management delivering and overseeing the proposed services and ensure to incorporate principles of CT-R into all proposed programming.

Renewal will ensure staff participate in the CT-R training alongside other successful proposers and justice system staff with the Beck Institute. Staff and management will participate in the weekly consultation sessions to incorporate the principles of CT-R into curriculum and facilitation techniques.

Dedicated Renewal staff will participate in the case consultation meetings to discuss individual cases and how to best use CT-R to foster their strengths and address challenges or barriers that arise.

Renewal will participate in inter-disciplinary and cross-system meetings to discuss how we can use CT-R to facilitate continuity of care and support the transitioning to the community. Renewal will become a champion of CT-R through additional training, train all new staff and utilize CT-R throughout various other programs and services at Renewal, Inc.

Dedicated staff will participate in focus groups and/or on advisory boards that seek to adapt CT-R to best fit the needs of the system or any new target populations.

Renewal, Inc. is well versed in Quality Assurance Protocols and practices and will assist Beck Institute by collecting and completing outcome measures to evaluate the impact CT-R has on the Allegheny County Jail Reentry System.

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CT-R Course Facilitation (40 points)

Complete this section only if you are proposing to provide this service. If you are not proposing this service, please leave this section blank. Your response to this section must not exceed 7 pages.

1. Provide a clear statement about why your organization is interested in facilitating the CT-R Course and how it aligns with the Proposer's mission or current work. (5 points)

Renewal's mission is dedicated to empowering individuals to improve their lives. Renewal's vision is to deliver effective evidence-based supportive services for individuals to reenter the workforce, and re-engage with their family and communities inclusive of race, gender, ethnicity, and sexual orientation.

From inception, Renewal, Inc. has been dedicated to helping formerly incarcerated individuals return to society as responsible citizens by providing successful rehabilitation and counseling programs focused on prevention, early intervention, support services, treatment, and family support. Renewal remains committed to helping our returning citizens emerge from the criminal justice system as productive, whole individuals with new and more positive futures for themselves, their families and communities.

Renewal, through our sister organization Lydia's Place, proposes to provide Recovery-oriented Cognitive Therapy to 500 high-risk individuals inside the Allegheny County Jail. These individuals will be referred to Renewal by Reentry Service Coordinators and Allegheny Adult Probation upon their release, as they are determined to be at high-risk of recidivism.

Renewal is ready and willing to work closely with the Beck Institute to provide this Recovery-oriented Cognitive Therapy. CT-R is a strengths-based approach that aims to activate adaptive modes of living, develop aspirations, and engage participants in personally meaningful activities. Renewal will provide this programming inside the jail, offering closed group sessions 3 times per week for men and 2 times per week for women, with 15-20 participants per group. Renewal will collaborate with the Beck Institute and follow their recommendations for the design, content, and duration of the provided curriculum.

At Renewal, Inc., we stand united with individuals of all backgrounds who are looking to build a better today and an even stronger tomorrow for themselves and their families. We see this project as an opportunity to continue reaching the hard to reach individuals through the evidence-based approach utilizing CT-R, which is an extension of cognitive behavioral therapy which Renewal has been using in our programs for many years, as well as addressing and resolving the complex human service needs of our diverse communities.

2. Describe your organizational experience and success in implementing an evidence-informed program, intervention and/or service to model fidelity. (5 points)

Renewal, Inc. was incorporated and began providing reentry services in 1976. Since that time, Renewal Treatment, Inc. was founded, incorporated, and licensed to provide behavioral health, dual-diagnosis, inpatient and outpatient alcohol and other drug services. Then in 2011, Renewal acquired Lydia's Place-which has been providing reentry and family reunification services since 1993. Renewal has continued providing reentry services to include, Housing, Mentoring, Family Reunification, Batterer's Intervention Programming, Outpatient Mental Health, Outpatient AOD and Workforce Development. In 2011, Renewal started GETPAID (Gaining Employment Through Planning Advocacy and Dedication), a 501c3 to provide six-months of on-the-job employment training to individuals returning to the workforce. It offers employment training and incorporates contemporary best practices in employment reentry services and pre-employment training assistance. Currently, Renewal partners with the Pittsburgh Downtown Partnership to provide a downtown beautification project including power washing the alleyways and sidewalks and various other projects throughout the year. Since GETPAID started, Renewal has employed 414 individuals. In 2020, Renewal Inc. in partnership with Allegheny County started the Pathway to Care and Recovery and the Safe

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Place to Stay Program. This program serves those with a substance use disorder as a certified assessment center opened 24/7/365 available to all residents of Allegheny County. Anyone, at any time can call or walk through the doors of PCR and our expert staff assess the individuals using the Level of Care Assessment with a subsequent referral into the appropriate level of care. If a bed is not available at the identified treatment facility, the individual can stay in our safe place to stay where they will be provided a room, access to bathroom/shower, hot meals, laundry, continued engagement and educational groups. The PCR program has served 6,230 individuals since its inception.

Renewal has been utilizing and incorporating evidence-based Cognitive Behavioral Therapy into our services and programs for over 25 years. All Renewal programs and approaches are evidence-based. Motivational Interviewing, Cognitive Behavioral Therapy have all been widely researched and proven effective with the population we service. An exhaustive review of research such as Gendreau, Paul's, Meta-Analysis of the Predictors of Adult Offender Recidivism: What Works was utilized in building the foundation for Renewal's Programming. Additionally, Renewal worked with the National Institute of Corrections and the University of Cincinnati to develop and implement evidence-based programming. In 2017 Renewal, Inc. partnered with the Institute for Research, Education and Training in Addiction (IRETA) to evaluate Renewal's Work Release Program, identify areas of strengths and improvements, and to implement changes and improvements. Again in 2023, Renewal partnered with IRETA to evaluate Renewal Treatment, Inc.'s Inpatient programs with our goal of aligning with the best practices including alignment with the American Society of Addiction Medicine Standards.

Renewal plans to utilize an evaluation tool provided by the Beck Institute and attend regular meetings to ensure our continued use of the current evidence based service delivery methods.

3. Describe your organization's proposed facilitation approach in the ACJ and the community, including suggested locations, schedule and frequency, and engagement strategies for community-based groups (25 points)
Renewal's facilitation approach would use best practices and evidence-based approaches for facilitation of CT-R in the jail and in the community. Renewal proposes to meet the individuals where they are, providing services in historically underserved communities. Recovery-oriented cognitive therapy's purpose is to motivate people to connect with others and embrace their own natural strengths instead of trying to change negative behaviors and feelings. (Sara Novak, Scientific American Article, August 2023, *CT-R on Formerly Incarcerated people*).

Renewal will provide CT-R to a closed group of 15-20 participants for six weeks, three times per week for men and two times per week for women inside the Allegheny County Jail. Renewal staff will work with the reentry service coordinators and jail staff to promote both the in-jail CT-R groups and community groups and identify the days and times that best meet the needs of the individuals and jail operations. For incarcerated individuals with shorter stays, Renewal will work with Allegheny County Jail Collaborative, Department of Human Services and Beck Institute to offer a self-paced CT-R option through the access of a tablet or through other means on their housing units. Renewal will work with ACJC to assist in offering the incarcerated individuals with shorter stays with community resources to meet their needs.

Renewal will provide CT-R group sessions to an open group of 15-20 participants in the community at least four times per week. These sessions will take place in various locations throughout Allegheny County during both traditional and non-traditional hours, including evenings and weekends.

To engage participants, Renewal proposes the identified Certified Recovery Specialist (with lived experience) attend the last week of the closed group sessions inside the jail. During this time, the Specialist will introduce

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themselves, share their experiences, and provide information about the community group locations and resources. They will also establish contact information and a potential follow-up date with participants.

Furthermore, the community group facilitator or CRS will engage the jail's reentry team and Allegheny County Probation. The goal is to open lines of communication, encourage and motivate individuals to attend the community groups upon release. This will include providing incentives for regular attendance and completion of the ten session program.

Renewal will work in collaboration with the Department of Human Services to identify at least four sites which will include libraries and community meeting spaces in areas of Allegheny County that are highly most impacted by the criminal justice system. The identified areas will be accessible through public transportation. Additionally, Renewal is proposing to offer these services at our current reentry center located at 700 Fifth Avenue, Pittsburgh, PA 15219 for those who live in the community as well as those released to Renewal's alternative housing program, at high risk of recidivism, and identified by the jail service coordinators and Allegheny County Adult Probation to attend the community based CT-R groups.

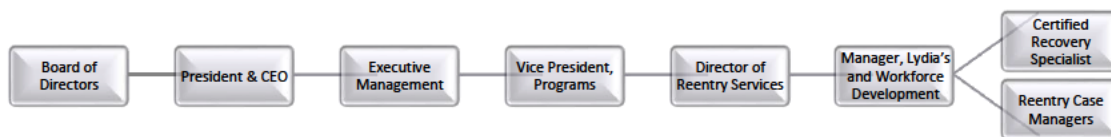
4. Describe your organization's plan to incorporate peers or other credible messengers in your facilitation. (5 points)

Renewal proposes to incorporate those with lived experience in the criminal justice system, substance use disorders, and mental health to provide the facilitation of CT-R inside the jail and out in various communities. Renewal proposes to utilize peers to assist with outreach and engagement of individuals to encourage attendance in community groups.

Renewal has recruited, hired and currently works with Certified Recovery Specialist staff with lived experience with a substance use disorder (SUD) in our Pathway to Care and Recovery Program. These individuals have the necessary credentials and lived experience for the services they provide. Individuals with lived experience can provide insight into the recovery process based on their own experiences. CRS staff are able to provide a unique perspective while providing recovery support services. CRS staff serve as a role model, mentor, advocate, and motivator and are a critical part of the team's services. These staff will attend ongoing training with the intention of seeking certification by the PA Certification Board.

Renewal has a policy to financially assist and reward staff who work at Renewal and obtain the necessary credentials and re-credentialing for certifications.

Attachment 1b, Sample Staffing CT-R Services



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Curriculum-based Programming (50 points)

Complete this section only if you are proposing to provide this service. If you are proposing to provide programming for multiple service areas, your responses must address each program proposed. If you are not proposing this service, please leave this section blank. Your response to this section must not exceed 7 pages per service area proposed.

1. Provide a clear statement about why your organization is interested in developing and facilitating Curriculum-based Programming in the chosen service area(s) and how it aligns with the Proposer's mission or current work. (5 points)

At Renewal, Inc., we stand united with individuals of all backgrounds who are looking to build a better today and an even stronger tomorrow for themselves and their families. Renewal's mission is dedicated to empowering individuals to improve their lives. Renewal's vision is to deliver effective evidence based supportive services for individuals to reenter the workforce and re-engage with their family and communities inclusive of race, gender, ethnicity and sexual orientation.

Throughout our history, Renewal has remained committed to help formerly incarcerated individuals break down the barriers they have faced during their transition back to their families and communities. Renewal sees this proposal for comprehensive reentry services as an opportunity to enhance an already established reentry and alternative housing system by preparing current incarcerated individuals for their release to the community.

Addressing mental and physical well-being, substance use disorders and support, job training and development and relationship building and maintenance before release will assist in meeting individuals where they are and begin the process of identifying, introducing and offering the opportunities for successful transition back to their communities and families. We shall address their specific human service needs and begin to foster skills to help prevent recidivism.

Renewal through our sister organizations, Lydia's Place and Renewal, Treatment, Inc. is proposing to provide Curriculum-Based Programming for Mental and Physical Health, Substance Use Treatment and Related Supports, Job Training and Development, and Relationship Building and Maintenance on a weekly basis to adult men and women who are at high risk and incarcerated for 30 days or more inside the Allegheny County Jail.

The curriculum Renewal proposes to use in each of these categories will follow a closed group format with 15-20 participants for up to six weeks and will be evidence based and Trauma-informed. Renewal will incorporate elements of Recovery-oriented Cognitive Therapy (CT-R) into the curriculum and facilitation techniques. Renewal will work closely with jail staff to determine the best time each day to provide the curriculum-based service in the classrooms located in the ACJ reentry and education center.

2. Describe your organizational experience and success in implementing an evidence-informed program, intervention and/or service to model fidelity. (5 points)

Renewal, Inc. was incorporated and began providing reentry services in 1976. Since that time, Renewal Treatment, Inc. was founded, incorporated and licensed to provide behavioral health, dual-diagnosis, inpatient and outpatient alcohol and other drug services. Then in 2011, Renewal acquired Lydia's Place. Lydia's has been providing reentry and family reunification services since 1993. Renewal has continued providing reentry services to include, Housing, Mentoring, Family Reunification, Batterer's Intervention Programming, Outpatient Mental Health, Outpatient AOD and Workforce Development. In 2011, Renewal started GETPAID (Gaining Employment Through Planning Advocacy and Dedication), a 501c3 to provide six-months of on-the-job employment training to individuals returning to the

RFP for the Development of an Enhanced Comprehensive Reentry System

workforce. It offers employment training and incorporates contemporary best practices in employment reentry services and pre-employment readiness training. Currently Renewal partners with the Pittsburgh Downtown Partnership to provide downtown beautification projects including power washing the alleyways and sidewalks and various other projects throughout the year. Since GETPAID started, Renewal has employed 414 individuals. In 2020, Renewal Inc. in partnership with Allegheny County started the Pathway to Care and Recovery and the Safe Place to Stay Program. This program serves those with a substance use disorder as a certified assessment center opened 24/7/365 available to all individuals in Allegheny County. Anyone, at any time can call or walk through the doors of PCR and our expert staff assess the individuals using the LOCA with subsequent referral information into the appropriate level of care. If a bed is not available at the identified treatment facility, the individual can stay in our safe place to stay where they will be provided a room, access to bathroom/shower, hot meals, laundry, continued engagement by peer staff, and educational groups. The PCR program has served 6,230 individuals since its inception.

Renewal has been utilizing and incorporating evidence-based Cognitive Behavioral Therapy into our services and programs for more than 25 years. All Renewal programs and approaches are evidence-based. Motivational Interviewing, Cognitive Behavioral Therapy have all been widely researched and proven effective with the population we service. An exhaustive review of research such as Gendreau, Paul's, Meta-Analysis of the Predictors of Adult Offender Recidivism: What Works was utilized in building the foundation for Renewal's Programming. Additionally, Renewal worked with the National Institute of Corrections and the University of Cincinnati to develop and implement evidence-based programming.

In 2017, Renewal, Inc. partnered with the Institute for Research, Education and Training in Addiction (IRETA) to evaluate Renewal's Work Release Program, identify areas of strengths and improvements, and to implement changes and improvements. ADD additional info. Again in 2023, Renewal partnered with IRETA to evaluate Renewal Treatment, Inc.'s Inpatient program with our goal of aligning with the American Society of Addiction Medicine.

3. Describe your organization's proposed approach to the design of the curriculum, including a sample curriculum, for the proposed service area(s) and any pathways to complementary community-based programming. (20 points)

Renewal believes every individual has their own unique way of learning. Therefore, our approach would be one that includes educational lessons, homework, activities, and interactive role-plays to touch upon each learning style of the incarcerated individuals served. Renewal proposes to conduct a pre-confidence and post-confidence survey be completed at the beginning and end of each domain to gauge success of the curriculum. Each domain would focus on three topics that we believe would be the most beneficial to the participants of the program. Homework/activities will be given on these topics to be reviewed the following week as a review of the curriculum from the week prior. At the end of each 6-week lesson within each domain, a resource booklet will be given to each individuals that lists services within mental and physical health, Substance Use treatment and support, Job training and Development, Relationship building and maintenance domains. These resources would include service lists, and helpful information to aid in their successful reentry back into the community.

Attachment 2, Sample Curriculum for Curriculum Based Programming

a. Mental and Physical Health

- i. Medication education – Renewal medical staff will conduct groups to provide education on the following:
 1. How is the need for medication identified.

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2. What are the medication options for the identified illness.
 3. Importance of adherence to medications
 4. Reporting problems with medication
 5. Consulting with medical professionals to determine effectiveness of medication and to address concerns about prescribed medication
 6. Refilling medication
- ii. Diagnosis education – Renewal medical and clinical staff will conduct groups to provide education on the following:
 1. Who can diagnose
 2. How is a diagnosis determined/Criteria for diagnoses
 3. Course of treatment for diagnoses
 4. Stigma attached with diagnoses
 5. Re-evaluation of diagnoses
 6. Importance of understanding incarcerated individual’s diagnoses
 - iii. Crisis Intervention – Renewal program staff will conduct groups to provide education on the following:
 1. What is a crisis
 2. How do you identify a crisis
 3. Identify stressors or other factors that can lead to a crisis
 4. CI does not indicate a weakness
 5. When to seek help
 6. Where to seek help
 7. Identifying stressors that may lead to a crisis
 8. Identifying interventions – Crisis Response Plan
 9. Re-evaluating CRP
- b. Substance Use Treatment and Support-Renewal D&A Counselor will conduct groups to provide education on the following:**
- i. Harm Reduction/MAT
 1. Available MAT (education on all forms)
 2. Naloxone How to
 3. Helpful supplies for wound care
 4. Tips to staying healthy
 5. Injecting tips
 6. Alternatives to injecting
 7. Injection-related infections
 8. Common Contagions
 9. Needle exchange programs
 - ii. Relapse prevention
 1. Coping Skills
 2. Recovery tools
 - iii. Services
 1. Medicated Assisted Treatment providers
 2. Drug and Alcohol Treatment providers
- c. Job Training and Development**
- i. Social Skills/Communication
 1. Basic social skill education
 - ii. Resume Building
 1. Tips for resume building with criminal history
 2. Example resume
 3. Resume building activity

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- iii. Mock Interviews
 - 1. Interactive mock interviews observed/guided by staff members

d. Relationship Building and Maintenance

- i. Anger Management/Conflict Resolution
 - 1. Using CBT to identify thoughts, feelings, behaviors
 - 2. "I" statements
 - 3. Social skills education revisited
- ii. Role plays
 - 1. Put into use what was learned in the education portion
- iii. Boundaries/Support
 - 1. How to identify one's needs
 - 2. Healthy relationships and creating healthy boundaries

4. Describe how your organization intends to facilitate the curriculum for the proposed programming for each proposed service area(s). (5 points)

Throughout our history, Renewal has remained committed to help formerly incarcerated individuals break down the barriers they have faced during their transition back to their families and communities. Renewal sees this proposal for comprehensive reentry services, specifically curriculum-based programming in the areas of mental and physical health, substance use disorder treatment and support, job training and development and relationship building and maintenance as an opportunity to enhance an already established reentry and alternative housing system by preparing current incarcerated individuals for their release to the community.

It is Renewal's intention to provide mental and physical health services through Renewal Treatment, Inc.'s Outpatient Mental Health Therapists and Medication Manager with the direct oversight of their Clinical Supervisor, Manager of Medical Services, Director of Clinical Services and Vice President of Program Services. Renewal staff will facilitate weekly group sessions to assist participants in addressing limitations, fears, and anxieties commonly experienced as a result of incarceration. It is the intention of Renewal to address roadblocks through Psychoeducation, Cognitive Behavioral Therapy, Motivational Interviewing, Wellness Education with added elements of CT-R Treatment. Renewal recognizes incarcerated individuals face challenges as a result of stigma, fears, lack of self-worth, and the need for health systems education. Renewal professionals will provide education, resources as well as assistance in navigating available programs and providers to promote the importance of addressing and maintaining good overall health. Renewal staff recognize that these activities must be designed so that each participant's abilities will be considered to achieve positive outcomes and lifestyle changes, and subsequently, greatly reduce recidivism. Ongoing risk of harm to self and others will also be assessed as part of ongoing program participation.

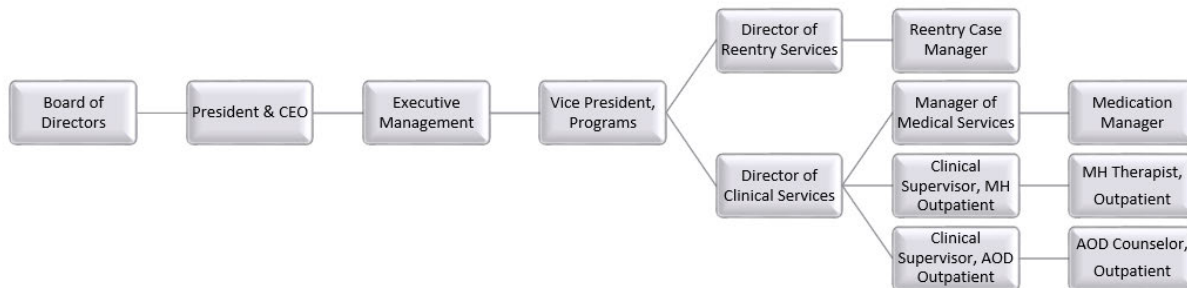
It is Renewal's intention to provide substance use treatment and related supports through Renewal Treatment, Inc.'s Outpatient AOD Counselors with the direct oversight of the Clinical Supervisor, Director of Clinical Services, and Vice President of Program Services. Renewal staff will assess the participant's involvement with substances which will identify past and present factors that may lead to an individual's substance use disorder pattern(s). It will include all aspects of the inmate's medical, mental health, substance use, legal, vocational, emotional support systems. Participants will be encouraged and empowered to participate in the assessment. Renewal staff will work with participants to help eliminate fears of further legal problems based on an individual's substance use history. Renewal's assessment process can further use the Screening and Assessment tool to determine an individual's need for proper treatment in the community upon release. SUD groups will be provided to those identified with SUD, as well as education on harm reduction, relapse prevention and provide a list of community resources to prepare them for release.

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It is Renewal’s intention to provide job training and development through Renewal, Inc.’s Reentry Case Managers with the direct oversight of the Manager of Lydia’s Place and Workforce Development, Director of Reentry Services and Vice President of Program Services. Each participant will be provided education and guidance to proper resources to meet their academic and vocational goals. Application processes, resume building, and interview skills will be addressed to assist participants in identifying their career goals. Renewal will provide participants list of workforce providers, trade programs, educational institutions and programs, in the county to assist in obtaining gainful employment.

It is Renewal’s intention to provide Relationship Building and Maintenance through Renewal Treatment, Inc.’s outpatient Mental Health Therapists with the direct oversight of their Clinical Supervisor, Director of Clinical Services and Vice President of Program Services. Renewal believes it is critical that participants adopt positive relationship building skills. Using the identified curriculum, Renewal will promote responsibility and acceptance as part of educational groups designed to help participants identify strengths and barriers. Each individual will be guided through this process and develop an individual plan. Role play exercises and homework assignments will be an integral part of each individual’s programming.

Attachment 1c, Sample Staffing, Curriculum-Based Programming



- Describe your organization’s intended outcomes for proposed programming and associated measures of success (5 points)

Renewal has developed curriculum and programming aimed at the following outcomes:

Overall reduction of recidivism –Studies show that education alone in the areas of mental/physical health, SUD, education/vocation, and relationship building will improve the outcomes for success and reduce recidivism for incarcerated individuals. (Held ML, Brown CA, Frost LE, Hickey JS, Buck DS. *Integrated Primary and Behavioral Health Care in Patient-Centered Medical Homes for Jail Releases With Mental Illness. Criminal Justice and Behavior. 2012; 39:533–51; Hsieh M-L, Hamilton ZK. Predicting Success in Residential Substance Abuse Interventions: New Jerseys Pre-Release Incarceration Alternatives. Criminal Justice Policy Review. 2016;27: 182–202*). The primary desired outcome for participants will be to complete all programming and show skill comprehension through pre and post confidence surveys. Renewal staff will consult and collaborate with the Beck Institute, probation, jail staff, and other collaborators to provide progress of each participant and to identify challenges with any individual that is experiencing little or no progress so that individual plans can be modified. It is expected that 80% of all incarcerated individuals entering the program will meet the completion criteria. Renewal staff will conduct follow-up contacts with each participant at regular intervals to identify recidivism rates. Each inmate will be evaluated during these contacts to identify current success, based on post-incarceration mental and physical health treatment, substance use treatment, job stability, and involvement with supports and effective relationships. Each participant will be tracked on adherence to mental health and physical medication, attendance to mental health

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and substance use treatment, and regular contact with support systems. The expected outcome for success of all incarcerated individuals that have transitioned into the community as determined by their self-report in addition to input from their probation officer is 70%.

Increase in attendance in reentry services in the community.

Increase in awareness of community resources.

6. Describe the evidence base supporting your organization's proposed programming and explain how the programming will achieve the intended outcomes. (10 points)

Renewal, Inc.'s programs and approaches are evidence-based. Motivational Interviewing, Motivational Enhancement, and Cognitive Behavioral approaches have all been widely researched and proven effective with the target population for this proposal. Renewal Treatment, Inc. utilizes research such as Miller, William R. and Rollnick, Stephen's, *Motivational Interviewing: Preparing People for Change* in building substance use disorder programs and shall utilize this research in the curriculum- based Substance Use Treatment-Related Supports part of this proposal.

Activities-based Programming and Resource Coordination (25 points possible)

Complete this section only if you are proposing to provide this service. If you are not proposing this service, please leave this section blank. Your response to this section must not exceed 7 pages.

1. Provide a clear statement about why your organization is interested in coordinating activities and resources for individuals incarcerated in the ACJ and how it aligns with the Proposer's mission or current work. (10 points) Renewal, Inc. is proposing to provide Activities- Based Programming and Resource Coordination to incarcerated individuals inside the Allegheny County Jail. Renewal is proposing to hire a Recreational Specialist to coordinate, promote, and provide pro-social programming on 35 pods, providing one activity on each pod per day. These activities will be made available to all incarcerated individuals on the unit who are interested and behaviorally appropriate for the activity, regardless of their length of stay. Renewal will work closely with the ACJ staff to establish a list and schedule of appropriate activities for incarcerated individuals that are compliant with the jail's security protocol and established policies. The identified staff will attend CT-R training through the Beck Institute and incorporate elements of CT-R into the programming.

Renewal Inc. has been offering pro-social activities and recreation services through our Recreation Coordinator for more than 20 years. The recreation program has included opportunities for individual and group activities, strength training, cardio fitness, movies, music, competitions, ping pong games, art classes, a library of resources and leisure books, walks, and cultural events.

Renewal recognizes the significance of offering pro-social activities to the individuals in our programs. These activities promote personal growth, community, and a sense of belonging. Engaging in meaningful interactions and joint projects allows participants to enhance vital life skills like communication, teamwork, and problem-solving. Additionally, these activities serve as a positive channel for creativity and self-expression, crucial for mental and emotional wellness.

Renewal is proposing, through a Recreation Specialist, to oversee and maintain organization of the Jail library and to establish an opportunity for regular feedback from activity participants as well as provide a protocol where incarcerated individuals can request materials and suggest activity ideas for future programming. As part of the resource coordination, Renewal will maintain a sign in/out record of all recreational equipment used on each pod

RFP for the Development of an Enhanced Comprehensive Reentry System

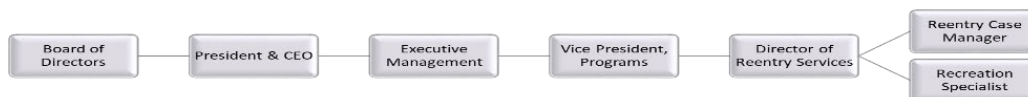
and will ensure jail staff are made aware of damaged items or when additional equipment is needed. Renewal's Recreation Specialist will participate in CT-R training along with all other staff providing services through this proposal with the Beck Institute to ensure we are incorporating principles of CT-R into interactions with incarcerated individuals.

Renewal will work closely with ACJC and DHS to establish a low-barrier structure for vetting activity facilitators and preparing them to work inside the jail which would include the clearance and training process. Part of this process will be to find facilitators who are equipped with grant funding, volunteer capabilities, and to determine which facilitator may be appropriate for funding for the services they provide

2. Describe your organization's proposed approach for Activity-Based Programming and Resource Coordination, including a sample schedule of all proposed activities. (10 points)

Renewal proposes to hire a Recreation Specialist to work with ACJ staff and various volunteers and outside facilitators to provide activities- based programming and resource coordination inside the jail by scheduling and promoting programming on all 35 housing units. The goal will be to offer one activity per day on every pod and implement elements of CT-R into various the activities.

Attachment 1d-Sample Staffing, Activities Based Programming and Resource Coordination



RFP for the Development of an Enhanced Comprehensive Reentry System

3. Describe any potential challenges your organization anticipates and how you would address them. (5 points)
Renewal understands and anticipates potential challenges in providing Activities-Based Programming and Resource Coordination inside the jail. Our anticipated challenges are as follows:

- Motivating the incarcerated individuals to participate.
- Identifying appropriate activities for the incarcerated individuals that will follow jail policies and protocol.
- Coordinating a schedule that will work for the jail's operations, external group facilitators, and Renewal staff.

Renewal, Inc. plans to use motivational incentives with program participants and keep them engaged in various programs. Renewal will participate in ongoing meetings with ACJ staff to resolve any operational barriers as they occur. Renewal will work with the Beck Institute to implement elements of CT-R into the various Activities Based programs offered inside the Allegheny County Jail. Renewal staff will participate in regular meetings with the Beck Institute, Jail staff, incarcerated individuals, and various providers of the Activities to assess the schedule and types of activities offered on a continuous basis.

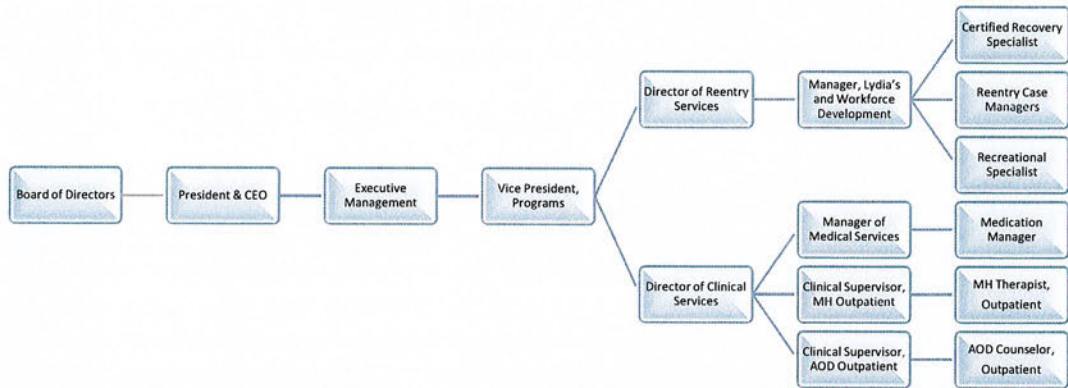
Financial Management and Budget (10 points, not included in page count)

All Proposers must complete this section. Budgets and budget narratives must reflect costs for all services proposed.

1. Attach a detailed line-item budget of the costs associated with all proposed strategies, including staff salaries, matching funds, and total expenses and revenues. (5 points)
See Attachment: Detail Line Item Budget
2. Provide a budget narrative that clearly explains and justifies all line items in the proposed line-item budget. (5 points)
See Attachment: Budget Narrative

Attachment 1: Sample Staffing for proposed services

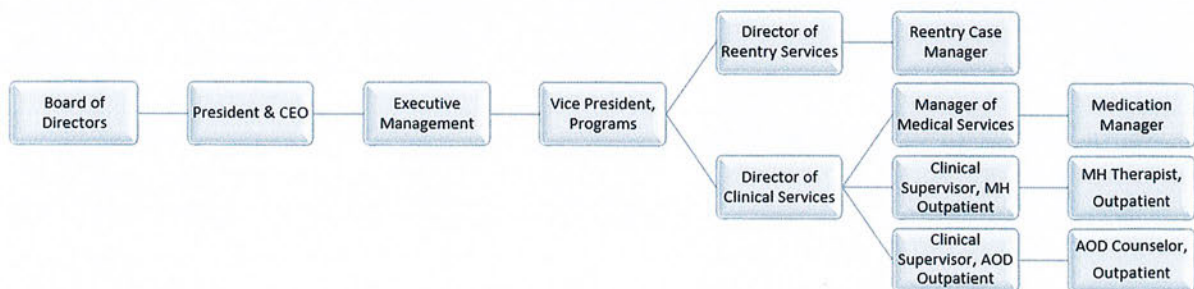
Attachment 1a: Sample Staffing Plan Enhanced and Comprehensive Reentry System



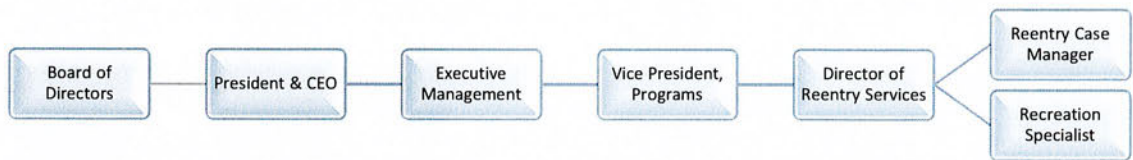
Attachment 1b: Sample Staffing Plan CT-R Therapy



Attachment 1c: Sample Staffing, Curriculum-Based Programming



Attachment 1d-Sample Staffing, Activities Based Programming and Resource Coordination



Draft Job Descriptions to Follow

JOB DESCRIPTION

| | |
|-------------------------------|--------------------------------------------------|
| JOB TITLE | Re-Entry Case Manager |
| REPORTING RELATIONSHIP | Manager, Lydia's Place and Workforce Development |
| WORK SCHEDULE | As per schedule, including shifts and weekends |
| EXEMPTION STATUS | Non-Exempt |

DEFINITION

The Re-Entry Case Manager is responsible for providing Recovery-Oriented Cognitive Therapy to incarcerated individuals in the Allegheny County Jail. Utilizing the Recovery-Oriented Cognitive Therapy (CT-R) model, the Re-Entry Case Manager will work with Beck Institute and Jail staff to implement and facilitate group counseling on a daily basis with a focus on addressing criminogenic needs, public safety and overall improved quality of life after incarceration.

ELIGIBILITY REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

EDUCATION AND/OR EXPERIENCE

Associates Degree in Social Services or related Liberal Arts field required. Bachelor's Degree preferred. A minimum of two (2) years' related experience required. Experience working in a correctional facility, behavioral health, or psychiatric setting preferred.

DESCRIPTION OF TASKS

- A. Curriculum Development
 1. Provide Recovery-Oriented Cognitive Therapy daily to a closed group of incarcerated individuals of the Allegheny County Jail.
 2. Work with the Beck Institute to implement evidence-based curriculum focusing on Recovery-Oriented Cognitive Therapy.
 3. Adapt educational content or delivery methods for different levels or types of learners.
 4. Ensures curriculum is inclusive for all participants, providing incarcerated individuals with age limitations, special needs, or language barriers with specifically tailored programming.
 5. Recommend and develop educational materials.
 6. Continually assess effectiveness and efficiency of curriculum, making adjustments as needed.

- B. Group Facilitation
 1. Encourage the participation of all participants present in group and support incarcerated individuals as they participate in group discussion.
 2. Propose various suggestions to increase inmate participation or discussion.
 3. In coordination with jail staff, work to mitigate disruptive group participants.
 4. Document participant's progress in the ACJC system.

- D. Administrative
1. Regularly survey group participants on the effectiveness of the CT-R community groups.
 2. Work with Reentry Case Managers, the Beck Institute and other providers and participate in case consultation meetings.
 3. Participate in on-going weekly consulting sessions to incorporate principles of CT-R into curriculum and facilitation techniques.
 4. Participate in additional training to become a champion of CT-R to assist in training new staff.
 5. Work closely to assist the Beck Institute in the collection of outcome measures and required information to evaluate the impact of CT-R in the reentry system.
 6. Assists with coordinating the clearance of external facilitators.
- E. Other duties may be assigned.

**Equal Opportunity Employer/Minorities/Females/Protected Veterans/
Individuals with Disabilities**

JOB DESCRIPTION

| | |
|-------------------------------|---------------------------------------------------------|
| JOB TITLE | Certified Recovery Specialist/Certified Peer Specialist |
| REPORTING RELATIONSHIP | Manager, Lydia's Place and Workforce Development |
| WORK SCHEDULE | As per schedule; on call |
| NON- EXEMPTION STATUS | Non-Exempt |

DEFINITION

The Certified Recovery Specialist is responsible for providing Recovery-Oriented Cognitive Therapy (CT-R) to current and recently released individuals of the Allegheny County Jail. Services will be provided both inside the Allegheny County Jail and in various community-based settings. Utilizing the Recovery-Oriented Cognitive Therapy (CT-R) model, the CRS will be trained in, and facilitate CT-R Curriculum to formerly incarcerated individuals in an open group counseling format on a daily basis during traditional and non-traditional hours. The CRS will assist the reentry case management staff providing group facilitation and resources in a closed group format inside the Allegheny County Jail.

ELIGIBILITY REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

EDUCATION AND/OR EXPERIENCE

High School Diploma or equivalent and Recovery Specialist or Peer Specialist Certification required as well as two (2) years' related experience required.

DESCRIPTION OF TASKS

- A. Curriculum Development
 - 1. Work with the Beck Institute, jail staff, the Allegheny County Department of Human Services and Renewal staff to learn and assist in the development of CT-R Treatment inside the jail and in various community settings.
 - 2. Adapt educational content or delivery methods for different levels or types of learners.
 - 3. Ensures curriculum is inclusive for all individuals, providing those with age limitations, special needs, or language barriers with specifically tailored programming.
 - 4. Along with individuals from the Beck Institute and Reentry Staff, continually assess effectiveness and efficiency of the CT-R curriculum, making adjustments as needed.

- B. Group Facilitation
 - 1. Provide Recovery-Oriented Cognitive Treatment in an open group setting in various communities.
 - 2. Assist the reentry case managers in providing Recovery-Oriented Cognitive Treatment in the Allegheny County Jail.
 - 3. Propose various suggestions to increase client participation and discussion.
 - 4. Work to mitigate disruptive group participants.
 - 5. Continually document client progress.
 - 6. Develop incentive and reward-based group attendance policies.
 - 7. Identify facilities in local communities where groups will be conducted.

- C. Peer Responsibilities
 - 1. Assist clients in reintegration process by helping them to identify barriers, setting goals, as well as the steps to achieve their goals.
 - 2. Assist clients in identifying supports and resources in the community to help in the reintegration process.
 - 3. Mentor and help educate clients on how to use community resources in the recovery reintegration process with a focus on preventing recidivism.

4. Set clear, specific and professional boundaries with participants and hold participants accountable.
5. Provide follow-up services to participants by phone or in an office setting.
6. Act as a resource or support for participants and their family members.

D. Administrative

1. Regularly survey group participants on the effectiveness of the CT-R community groups.
2. Work with Reentry Case Managers, the Beck Institute and other providers and participate in case consultation meetings.
3. Participate in on-going weekly consulting sessions with Beck Institute and jail staff to provide regular feedback regarding the CT-R curriculum and community groups.
4. Participate in additional training to become a champion of CT-R to assist in training new staff.
5. Work closely to assist the Beck Institute in the collection of outcome measures and required information to evaluate the impact of CT-R in the reentry system.

E. Other duties may be assigned.

**Equal Opportunity Employer/Minorities/Females/Protected Veterans/
Individuals with Disabilities**

JOB DESCRIPTION

| | |
|-------------------------------|------------------------------------|
| JOB TITLE | Outpatient Mental Health Therapist |
| REPORTING RELATIONSHIP | Clinical Supervisor, Mental Health |
| WORK SCHEDULE | As per schedule; 40 hours per week |
| EXEMPTION STATUS | Non-exempt |

DEFINITION

Provide guidance, direction, and counseling to clients with Mental Health diagnosis in an outpatient setting. The individual will act as a contact for clients and assist them with the symptoms of their diagnoses. Mental Health Therapists will provide psychotherapy to include individual, couple-marriage, family and group rehabilitative services. This individual will work to assist each client reach their goals and objectives to include assisting the client back into the community. Responsibilities will also include monitoring the client's treatment plan in conjunction with physician recommendations.

ELIGIBILITY REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with job-related disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

Knowledge of Social Work, Psychology, Counseling, Public Policy, Nursing or other related field; human relations skills must; Knowledgeable of diagnosing and treatment clients with mental health disabilities, including disabilities with trauma related symptoms. The individual in this role should have a working knowledge of Cognitive Behavioral Therapy, Motivational Interviewing, co-occurring disorders and evolving clinical practices and models of service delivery; should become familiar with the criminal justice system and community resources; demonstrated ability to work effectively and efficiently with all levels of management, employees, and Clients; ability to deal effectively with Clients and referral sources; self starting, motivated, and adept to changing technology; Proven skills at problem solving, conducting research; Should be proficient in use of Microsoft Office and job-related databases. Ability to communicate and help the clients express their own needs and aspirations.

Masters' Degree in Social Work, Psychology, Counseling, or related field and a minimum of 1-year mental health clinical experience required. License preferred.

DESCRIPTION OF TASKS

- A. Determine the Problem
1. Intake, assess and evaluate mental health clients. Review with Clinical Supervisor and other professional mental health staff results of evaluation, diagnosis and prognosis to formulate plans of treatment.
 2. Formulate a treatment plan based on the client's intake, assessment, evaluation and prior treatment records.
 3. Formulate a recovery/crisis plan for clients to improve their ability to cope with stressors.
 4. Participate in planned supervision and program review team meetings.
 5. Work in coordination with Psychiatrist and Clinical Supervisor to ensure client's needs are met.

- B. Provide Counseling Needs
1. Compile and study occupational, educational, and economic information to aid client in making and carrying out individual treatment plan objectives.
 2. Assist clients in understanding and overcoming social, behavioral and emotional problems through use of various individualized treatment modalities.
 3. Address D&A and MH symptomology and assist clients in addressing these issues concurrently
 4. Engage in research and follow-up activities to evaluate counseling techniques.
 5. Maintain compliance in regard to HIPPA regulations.
- C. Work Requirements
1. Prepare reports and statistics as needed related to the operation of the clinic.
 2. Responsible for the accuracy and correctness of the information collected related to assigned clients.
 3. Participate in annual goal and training planning related to the program.
 4. Maintain and monitor client records and maintain compliance with all contracting agencies.
 3. Encourage and empower client to facilitate interactions with sponsors, assist with community visits, and recommend leisure activities, to develop a nurturing community.
 4. Maintain weekly utilization as set by supervisor and approved by Renewal, Inc.
 5. Complete timely and accurate documentation per mental health standards.
 6. Fully participate in staff development opportunities offered to enhance professional growth, especially to maintain license, certification, or identified program performance skills.
 7. Keep accurate and detailed case notes. Keep records in order in secure filing cabinets.
 8. Complete clinical notes, assessments and treatment plans in the required timeframe.
 9. Knowledge and ability to understand the billing and authorization process.
- D. Scheduling.
1. Schedules all treatment sessions and assessments.
 2. Places reminder calls re: upcoming appointments to the clients to further encourage consistent attendance.
 3. Incorporate a flexible scheduling process to ensure that all clients are afforded opportunities to receive treatment.
 4. Participates in Clinical staffing of clients.
- E. Other related duties and assignments as required.

JOB SKILLS AND RESPONSIBILITIES

Supervisory Responsibilities:

Assists Clinical Supervisor in Mental Health program.

Leadership Skills:

Must have demonstrated effective leadership skills and the ability to teach skills to others.

Communication Skills:

Communication frequently involves dealing with confidential issues and dealing with multiple personalities.

Team Skills:

The ability to work in a team environment.

Competency Skills:

Renewal Treatment, Inc.

Adopted 01/12/2012

Revised: 05/16/202203/15/2022, 02/22/2018, 03/29/2017, 09/03/2015, 02/27/2013

Must possess a high level of creativity, organizational and management skills. Must maintain required 40 training hours per year. Attend Cognitive Behavioral Therapy, Motivational Interviewing, and trauma focused treatment training regularly. Complete required Mandatory Reporter training.

Physical Demands:

Requires a light physical demand. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must be able to work a flexible schedule, adhering to the needs of clients, including those in the residential setting. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. COVID vaccination required.

Equipment and Machinery Used:

Utilize provided safety device required by Renewal, Inc., Proficient in Microsoft Office, electronic records management, other job related databases and the administration of naloxone.

Others:

Access client files only.

Performance Appraisal:

Conducted mid-year and annually within the set guidelines, by Clinical Supervisor, Mental Health.

Equal Opportunity Employer/Minorities/Female/Protected Veteran/Individuals with Disabilities

ADOPTED: JANUARY 12, 2012

REVISED: MAY 16, 2022, MARCH 15, 2022, FEBRUARY 22, 2018, MARCH 29, 2017, SEPTEMBER 3, 2015, FEBRUARY 27, 2013

EMPLOYEE'S INITIALS: _____ **DATE:** _____

SUPERVISOR'S INITIALS: _____ **DATE:** _____

JOB DESCRIPTION

| | |
|-------------------------------|----------------------------------------------------|
| JOB TITLE | Medication Supervisor |
| REPORTING RELATIONSHIP | Manager, Medical Services |
| WORK SCHEDULE | As scheduled including nights and weekends/on-call |
| EXEMPTION STATUS | Non-Exempt |
| GRADE | I - IV |

DEFINITION

The Medication Supervisor is responsible for the management of all Renewal, Inc. medication administration procedures. This individual will supervise the Medication Technicians and ensure proper storage and administration of reentrant medication at all times. The Medication Supervisor will ensure medication auditing is conducted according to established audit schedules and will address medication pill count discrepancies or non-compliance immediately. This individual will ensure compliance and help to coordinate agency Medication Assisted Treatment (MAT) procedures. The Medication Supervisor will ensure medication records are maintained according to standard medical practice, contractual requirements, and Renewal, Inc. policy and procedure. This individual will conduct various staff trainings in regard to medication administration and Renewal, Inc.'s e-MAR system.

ELIGIBILITY REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND/OR EXPERIENCE

Must have active Pennsylvania Licensed Vocational Nurse (LPN) License and two (2) years of related experience, supervisory experience preferred. Experience working with a high volume of prescription medication and/or experience working in a correctional, behavioral health, or psychiatric environment preferred. Pennsylvania Pharmacy Technician Certification (PPTC) or equivalent preferred. Must be proficient in operation of Electronic Health Record systems. Valid PA Driver's License and Act 33/34 clearances required. Must be organized and detail oriented.

DESCRIPTION OF TASKS

- A. Patient Care
1. Educates reentrants on agency policy and guidelines in regard to prescription medication.
 2. Maintain accurate and up-to-date patient medication logs, adhering to regulatory and jurisdictional requirements.
 3. Works collaboratively with Renewal, Inc.'s contracted medical providers, management, and staff to ensure quality care and medication compliance for reentrants.
 4. Facilitate medication management groups with clients.
- B. Medication:
1. Provide oversight of medication management in all Renewal, Inc. facilities.
 2. Serve as liaison with pharmacy and ensure that medications are ordered and made available in a timely manner.
 3. Ensure all residential medication logs are audited according to schedule. Ensure discrepancies are correctly documented in ChartMeds system. Conduct spot auditing to ensure medication is being audited according to procedure.

4. Conduct regular auditing of controlled medication. Promptly investigate any controlled medication count discrepancies.
 5. Investigate reported medication count discrepancies found during medication administration and/or audits. Make recommendations on how to rectify errors.
 6. Work with case management and clinical staff to address reentrant medication non-compliance.
 7. Manage inventory of over the counter medication.
 8. Log and discard medication, as needed. Coordinate the removal of all discontinued medication from Renewal, Inc. facilities within appropriate timeframes.
 9. Ensures medication refrigerator temperatures are checked daily and in compliance with FDA recommendations.
- C. Medication Assisted Treatment (MAT)/Medications for Opioid Use Disorder (MOUD)
1. Educate, prepare and administer Medication Assisted Treatment (MAT) and Medications for Opioid Use Disorder (MOUD) and monitor patient adherence.
 2. Provide general oversight and coordination of client Methadone pickup and treatment.
- D. Supervisory
1. Ensure all policy and procedure related to medication operations comply with agency, licensing, and jurisdictional requirements.
 2. Ensure medical personnel comply with agency, licensing, and jurisdictional regulation in regard to medication administration and auditing.
 3. Continually review policy and procedure related to agency medication operations, recommending needed changes to Manager, Medical Services when necessary.
 4. Maintain coverage schedules for all medication rooms, ensuring all medication lines are conducted by Medication Technicians or LPNs.
 5. Operate Electronic Health Records (EHR) software at an expert level. Conduct training with staff as needed on EHR software.
 6. Act as liaison between, staff, medical staff and agency physicians.
 7. Interview, train and schedule Medication Technicians according to the needs of the program.
 8. Ensure medication rooms are neat and orderly at all times.
 9. Maintain Medication Technician job duties by coaching and implementing progressive discipline, when necessary.
 10. Complete annual performance and mid-year reviews on all Medication Technicians
- E. Clerical/Admin. Functions
1. Maintain Electronic Health Record (EHR) system, ensuring proper utilization of system and monitoring for system updates.
 2. Contact insurance agencies for verification and authorization.
 3. Process oral, written and telephone orders from Renewal, Inc.'s contracted medical providers.
 4. Compile incident reports when needed.
 5. Review daily log before starting the shift activities.
- F. Emergency
1. Administer CPR/First Aid/AED/Naloxone as necessary.
 2. Identify and respond to possible crisis situations accordingly.
 3. Engage in crisis intervention, when needed.
 4. Communicate with appropriate emergency personnel.
- G. Plans

1. Reads, understand and acknowledge all emergency plans of all Renewal facilities.
 2. Coordinate and conduct required drills as required by policies and procedures.
- H. Cleaning/Maintenance
1. Complete patrol of medication rooms regularly, identifying possible safety hazards.
 2. Ensure the disposal of biohazard waste in accordance with OSHA standard.
- I. Other duties and assignments as required.

JOB SKILLS AND RESPONSIBILITIES

Supervisory Responsibilities:

This individual work report directly to the Manager, Medical Services and work closely with Renewal, Inc. nursing staff. Directly supervises Medication Technicians. Work in coordination with contracted medical providers.

Leadership Skills:

Must have demonstrated effective leadership skills and the ability to teach skills to others; must be able to work without supervision.

Communication Skills:

Must be able to communicate effectively with the reentrants, staff, and medical providers; must deal in a confidential manner.

Team Skills:

To lead the medical team towards working effectively with all other departments in the organization as well as with our referral sources.

Competency Level:

Must have good judgment and use of common sense; be able handle information in a confidential manner; follow company policies and guidelines; and, adhere to ethical guidelines of a correctional setting. Must be organized and detail-oriented.

Physical Demands:

Requires a light physical demand. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Equipment/Machinery Used:

Equipment includes the operation of pill counter. Must be able to operate at an expert-level proficiency with electronic health record software. Position may require usage of company vehicle.

Others:

Access to medical files, reentrant files including drug and alcohol treatment cases.

Performance Appraisal:

Conducted annually within the set guidelines, by the Clinical Program Director

**Equal Opportunity Employer/Minorities/Females/Protected Veterans/
Individuals with Disabilities**

ADOPTED DATE: 05/08/2024

PROPOSED DATE:

EMPLOYEE'S INITIALS: _____ **DATE:** _____

SUPERVISOR'S INITIALS: _____ **DATE:** _____

REVIEWED BY: _____

HEALTH AUTHORITY

JOB DESCRIPTION

| | |
|-------------------------------|----------------------------------------------------------|
| JOB TITLE | Counselor |
| REPORTING RELATIONSHIP | Clinical Supervisor |
| WORK SCHEDULE | As per schedule (shifts and weekends); 40 hours per week |
| EXEMPTION STATUS | Non-Exempt |

DEFINITION

Provide guidance, direction and counseling to clients in an inpatient and/or outpatient setting. This individual will provide treatment and rehabilitative services to include Cognitive Behavioral Treatment and Motivational Enhancement Therapy in an individual and group setting. This person will also complete assessments and have knowledge of the DSM-V and ICD 10 codes as well as ASAM criteria. Individual will work to assist each client reach their goals and objectives, and make proper referrals as needed.

ELIGIBILITY REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with job-related disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

Knowledge of Social Work, Psychology, Counseling, Public Policy, or other related field; human relations skills must; should become familiar with the criminal justice system and community resources. Knowledge and experience with the Forensic substance abuse individual; Knowledge of co-occurring disorder; Knowledge of DSM-V and ICD 10 Codes; Demonstrated ability to work effectively and efficiently with all levels of management, employees, and clients; ability to deal effectively with clients and referral sources; self starting, motivated, and adept to changing technology; proven skills at problem solving, conducting research; computer literate in word processing, spreadsheets and databases; ability to communicate, and to help the Clients express their own needs and aspirations.

Master's degree or above from an accredited college with a major in chemical dependency, psychology, social work, counseling, nursing (with a clinical specialty in the human services) or other related field. Professional license or credential or actively working towards licensure or credential required per ASAM requirements.

Or Bachelor's Degree from an accredited college with a major in chemical dependency, psychology, social work, counseling, nursing (with a clinical specialty in the human services) or other related field and 1-year clinical experience in a health or human service agency required. Certification or actively working toward licensure or certification required per ASAM requirements.

Or an Associate Degree from an accredited college with a major in chemical dependency, psychology, social work, counseling, nursing (with a clinical specialty in the human services) or other related field and 2 years of clinical experience in a health or human service agency required. Certification or actively working toward licensure or certification required per ASAM requirements.

Must achieve credentialing by statewide certification body which is a member of a National Certification body or certification by another state government's substance abuse counseling certification board as an Associate Addiction Counselor (AAC), Certified Allied Addiction Counselor (CAAC), Certified Associate Addiction Counselor (CAAC), Certified Alcohol and Drug Counselor (CADC), or Certified Advanced Alcohol and Drug Counselor (CAADC) within three years of hire date.

DESCRIPTION OF TASKS

- A. Determine the Problem
1. Observe and interview Clients. Review with case manager, client's intelligence, achievement, interest, personality, and other psychological tests to diagnose disorders and formulate plans of treatment.
 2. Provide effective assessments and diagnosis of clients through the DSM-V, ICD-10 diagnosis codes and ASAM criteria.
- B. Provide Counseling Needs
1. Compile and study occupational, educational, and economic information to aid client in making and carrying out Individual Plan objectives.
 2. Assist Clients to understand and overcome social and emotional problems.
 3. Engage in research and follow-up activities to evaluate counseling techniques.
 4. Counsel clients using individual and group technique.
 5. Provide Cognitive Behavioral and Motivational Interviewing Treatment to clients in individual and group settings.
- C. Operation Work
1. Prepare reports and statistics needed for the operation of the center, and as requested department offices. Responsible for the accuracy and correctness of the information collated and collected.
 2. Participate in necessary planning of client's treatment plan development.
 3. Maintain and monitor client records and files for program evaluation for compliance with all contracting agencies.
 4. Assist in the development of aftercare plan with each client.
 5. Work with client's sponsors, community visits, and leisure activities, to develop a nurturing community.
 6. Maintain communication and coordinate with Drug and Alcohol Case Manager and Clinical Supervisor regarding client progress.
 7. Coordinate and assist Intake staff/Processing Specialist to ensure client's needs are met.
 8. Work in coordination with medical staff to ensure client physical and psychological needs are addressed.
 9. Work in coordination with Outpatient staff to ensure aftercare service plan is established.
 10. Complete billing sheets for each client and submit the signed billing sheets to Finance each month for appropriate billing for provided outpatient services.
 11. Maintain weekly utilization requirement in the Outpatient program.
- D. Other related duties and assignments as required.

JOB SKILLS AND RESPONSIBILITIES

Supervisory Responsibilities:

Assists Clinical Supervisor and Drug and Alcohol Case Manager in operation of Drug and Alcohol programs.

Leadership Skills:

Must have demonstrated effective leadership skills and the ability to teach skills to others.

Communication Skills:

Communication frequently involves dealing with confidential issues and dealing with multiple personalities.

Team Skills:

The ability to work in a team environment.

Competency Level:

Must possess a high level of creativity, organizational and management skills. Complete 40 hours of training each year, to include required trainings per the contract and license, DDAP, ASAM.

Physical Demands:

Requires a light physical demand. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Equipment/Machinery Used:

Provided safety device required by Renewal, Inc., Proficient in Microsoft Office, Psych-Consult, Apricot, Medication Module and KIDS Database and Administering Naloxone.

Others:

Access client files only.

Performance Appraisal:

Conducted annually within the set guidelines, by Clinical Supervisor.

**Equal Opportunity Employer/Minority/Female/Protected Veteran/
Individuals with Disabilities**

ADOPTED DATE: 2/14/01

REVISED: May 24, 2023, March 21, 2022, January 31, 2019, March 15, 2018, March 14, 2017, June 10, 2015, November 19, 2007

EMPLOYEE'S INITIALS: _____ **DATE:** _____

SUPERVISOR'S INITIALS: _____ **DATE:** _____

JOB DESCRIPTION

| | |
|-------------------------------|-------------------------------------------------|
| JOB TITLE | Recreational Specialist |
| REPORTING RELATIONSHIP | Manager of Lydia's Place, Workforce Development |
| WORK SCHEDULE | As scheduled, including shifts and weekends |
| EXEMPTION STATUS | Non-Exempt |
| GRADE | I - III |

DEFINITION

The Recreation Specialist will develop and administer a recreation and library resource program to meet the objectives, interests and capabilities of the incarcerated individual's population in the Allegheny County Jail. This individual will design and develop a pro-social daily recreational program to meet the assessed needs, interests and capabilities of individuals housed within the jail. The Recreation Specialist will continually collect feedback from both incarcerated individuals and jail staff on the effectiveness of programming.

ELIGIBILITY REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND/OR EXPERIENCE

Bachelor's Degree in Physical Education, Occupational Therapy, Library Sciences or other related field and two (2) years of related experience required. Experience working in a correctional facility, behavioral health, or psychiatric setting preferred.

DESCRIPTION OF TASKS

- A. Recreation
1. Develop a detailed schedule of planned recreational activities, coordinating with jail staff to ensure activities don't disrupt jail operations.
 2. Instruct inmates in activities and techniques, such as sports, dance, music, art, or relaxation techniques, designed to encourage pro-social interaction.
 3. Work with jail staff to request necessary supplies for activities and jail library resources.
 4. Observe, analyze, and record individual's participation, reactions, and progress during recreational activities, making modification to programming when needed.
 5. Ensures programming is inclusive for all incarcerated individuals, providing those with age limitations, special needs, or language barriers with specifically tailored pro-social activities.
 6. Assess and document individual's abilities and needs as well work with jail staff and the Beck Institute to make any adjustments to supports.
 7. Coordinate and schedule external activity facilitators.
 8. Implement elements of CR-R Treatment in recreational programming and inside the jail resource library.
- B. Library Resource
1. Promotes use of library resources to all inmates in the Allegheny County Jail.
 2. Reserve, circulate, renew, and discharge books and other materials.
 3. Deliver and retrieve items throughout the library by hand or using pushcart.
 4. Maintain and troubleshoots problems with library materials.
 5. Make recommendations to jail staff for new and requested materials for incarcerated individuals.
- C. Administrative
1. Regularly survey participants and jail staff on effectiveness of recreation activities.
 2. Regularly survey incarcerated individuals on desired library materials, ensuring all new materials align with Allegheny County Jail policy.

3. Assists with coordinating the clearance of external facilitators.
4. Work with the Beck Institute and jail staff to ensure external facilitators are introduced and trained in elements of CT-R.

D. Other duties may be assigned.

Equal Opportunity Employer/Minorities/Female/Protected Veteran/Individuals with Disabilities.

Attachment 2: Sample Curriculum for Curriculum Based Programming

a. Mental and Physical Health

- i. Medication education – Renewal medical staff will conduct groups to provide education on the following:
 1. How is the need for medication identified.
 2. What are the medication options for the identified illness.
 3. Importance of adherence to medications
 4. Reporting problems with medication
 5. Consulting with medical professionals to determine effectiveness of medication and to address concerns about prescribed medication
 6. Refilling medication
- ii. Diagnosis education – Renewal medical and clinical staff will conduct groups to provide education on the following:
 1. Who can diagnose
 2. How is a diagnosis determined/Criteria for diagnoses
 3. Course of treatment for diagnoses
 4. Stigma attached with diagnoses
 5. Re-evaluation of diagnoses
 6. Importance of understanding incarcerated individual's diagnoses
- iii. Crisis Intervention – Renewal program staff will conduct groups to provide education on the following:
 1. What is a crisis
 2. How do you identify a crisis
 3. Identify stressors or other factors that can lead to a crisis
 4. CI does not indicate a weakness
 5. When to seek help
 6. Where to seek help
 7. Identifying stressors that may lead to a crisis
 8. Identifying interventions – Crisis Response Plan
 9. Re-evaluating CRP

b. Substance Use Treatment and Support

- i. Harm Reduction/MAT
 1. Available MAT (education on all forms)
 2. Naloxone How to
 3. Helpful supplies for wound care
 4. Tips to staying healthy
 5. Injecting tips
 6. Alternatives to injecting
 7. Injection-related infections
 8. Common Contagions
 9. Needle exchange programs
- ii. Relapse prevention
 1. Coping Skills
 2. Recovery tools

- iii. Services
 - 1. Medicated Assisted Treatment providers
 - 2. Drug and Alcohol Treatment providers

c. Job Training and Development

- i. Social Skills/Communication
 - 1. Basic social skill education
- ii. Resume Building
 - 1. Tips for resume building with criminal history
 - 2. Example resume
 - 3. Resume building activity
- iii. Mock Interviews
 - 1. Interactive mock interviews observed/guided by staff members

d. Relationship Building and Maintenance

- i. Anger Management/Conflict Resolution
 - 1. Using CBT to identify thoughts, feelings, behaviors
 - 2. "I" statements
 - 3. Social skills education revisited
- ii. Role plays
 - 1. Put into use what was learned in the education portion
- iii. Boundaries/Support
 - 1. How to identify one's needs
 - 2. Healthy relationships and creating healthy boundaries

Attachment 3, Sample Activities Schedule and Wheel of Services

Proposed Schedule

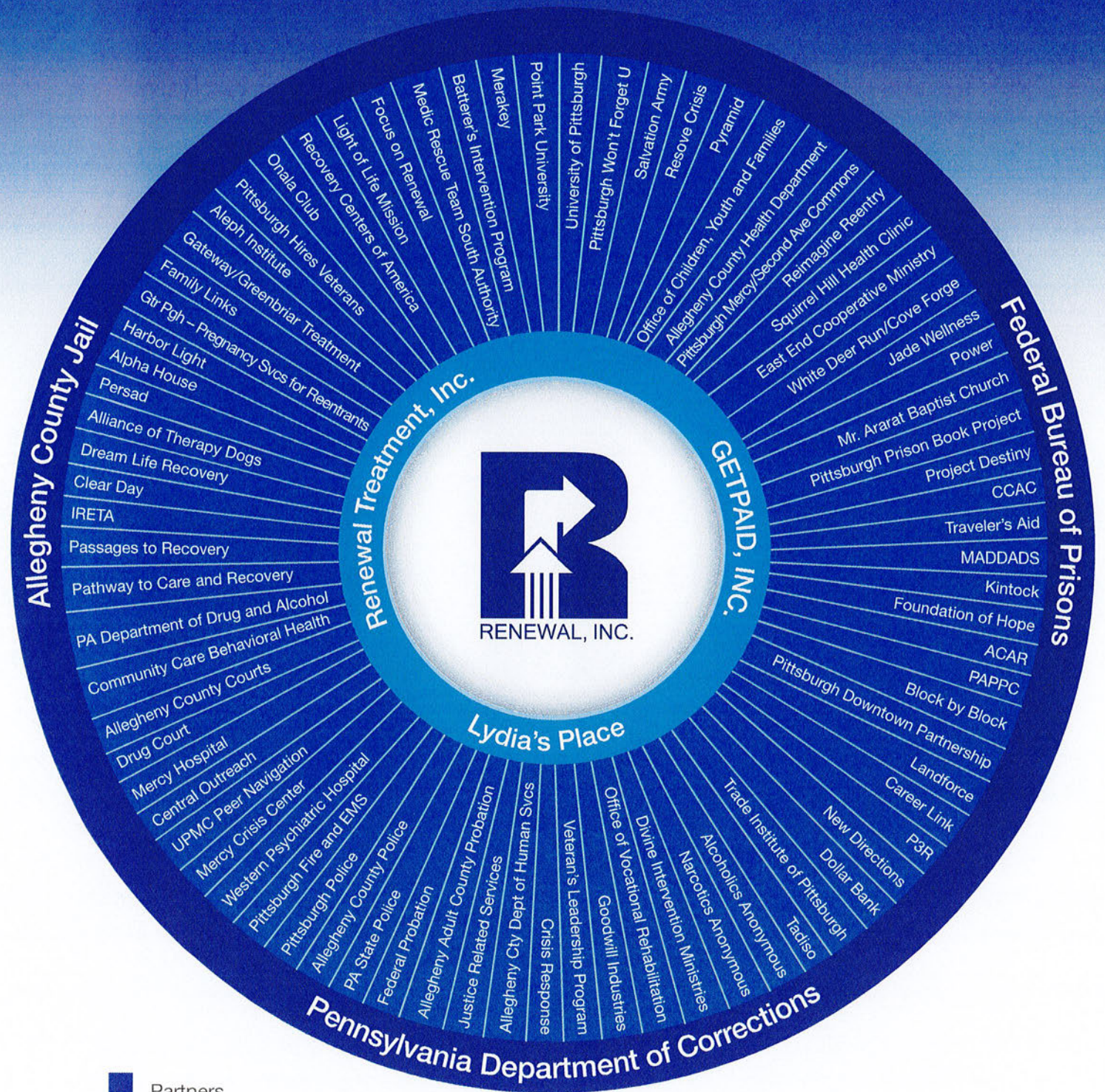
| Monday | Tuesday | Wednesday | Thursday | Friday |
|-----------------|-----------------|------------------|------------------|-----------------|
| 8:00 am-4:00 pm | 8:00 am-4:00 pm | 12:00 pm-8:00 pm | 12:00 pm-8:00 pm | 8:00 am-4:00 pm |

List of possible activities

| | | |
|-----------------------------------------------------|--------------------------------|------------------------------------|
| Financial Literacy (banking, budgeting, etc.) | Poetry | Jewelry making |
| Digital Literacy | Foreign Language | Art Club |
| Social Media Education | Strength training | How to read a lease/Buy a House |
| GED PREP | Cardio training | Bible study |
| Narcotics Anonymous | Music Therapy | Scrap booking |
| Alcoholics Anonymous | Creative Writing/journaling | Sports talk |
| Speaker jams | Current Events | Nutrition |
| Spoken Word Club | Yoga | Gardening/horticulture |
| CPR/First Aid | Meditation | Scrabble |
| Home Care (cleaning, laundry) | Silver Sneakers Program | Gaming |
| Board games | Dance | Team building |
| Book Club | Etiquette | Parenting classes |
| | Health Maintenance | Cancer survivor group |
| | Smoking cessation | Dog Therapy |

Wheel of Services to Follow

RENEWAL WHEEL OF SERVICES



- Partners
- Sister Companies
- Collaborators

Renewal Inc.

Development of an Enhanced and Comprehensive Reentry System

CT-R In Jail

| | Number of Groups per Day | Hours per Group (including Notes) | Number of Days per Week | Total Hours per Week for Groups |
|---------------------------------|--------------------------------|--------------------------------------|-------------------------------|------------------------------------------|
| Program Hours of Service | | | | |
| Reentry Case Manager | 1 | 2 | 5 | 10 |
| Beck Institute Meeting | | | | 1 |
| Case Consultation Meeting | | | | 2 |
| | | | | <hr/> |
| Hours per Week | | | | 13 |
| Weeks per Year | | | | 52 |
| | | | | <hr/> |
| | | | | 676 |

| | Year 1 | Year 2 | Total |
|----------------------------|-----------------------|-----------------------|-----------------------|
| Revenue | | | |
| Allegheny County Funding | \$32,149 | \$33,423 | \$65,572 |
| Renewal Inc. Match Funding | \$2,921 | \$3,038 | \$5,959 |
| Total Revenue | <hr/> \$35,070 | <hr/> \$36,461 | <hr/> \$71,531 |

| Expenditures | | | |
|--------------------------------------------|-----------------------|-----------------------|-----------------------|
| Personnel | | | |
| Reentry Case Manager | | | |
| Annual Salary | \$55,603 | \$57,827 | |
| Fringe Benefits | \$25,690 | \$26,718 | |
| | <hr/> \$81,293 | <hr/> \$84,545 | |
| Annual Hours | <hr/> 2,080 | <hr/> 2,080 | |
| Hourly Rate | \$39.08 | \$40.65 | |
| Total Program Hours of Service per Year | <hr/> 676 | <hr/> 676 | |
| Reentry Case Manager Costs | <hr/> \$26,420 | <hr/> \$27,477 | |
| | | | |
| Manager of Lydia's Place Supervision | | | |
| Annual Salary | \$67,600 | \$70,304 | |
| Fringe Benefits | \$22,998 | \$23,918 | |
| | <hr/> \$90,598 | <hr/> \$94,222 | |
| Annual Hours | <hr/> 2,080 | <hr/> 2,080 | |
| Hourly Rate | \$43.56 | \$45.30 | |
| Total Program Hours of Service per Year | <hr/> 52 | <hr/> 52 | |
| Manager of Lydia's Place Supervision Costs | <hr/> \$2,265 | <hr/> \$2,356 | |
| | | | |
| Beck Institute Training of 3 staff members | <hr/> \$2,921 | <hr/> \$3,038 | |
| Total Personnel Costs | <hr/> \$31,607 | <hr/> \$32,871 | <hr/> \$64,478 |

| | | | |
|--------------------------------------------------------------------------------|-----------------|-----------------|-----------------|
| Program Supplies - 500 participants (Folders, pens, printouts, etc.) | \$275 | \$275 | \$550 |
| Subtotal Direct Program Costs | \$31,882 | \$33,146 | |
| Administrative Overhead 10% | \$3,188 | \$3,315 | \$6,503 |
| Total Annual Program Costs | \$35,070 | \$36,461 | \$71,531 |
| Net Surplus / (Deficit) | \$0 | \$0 | \$0 |

CT-R In Community

| | Number of Groups per Day | Hours per Group (including Notes) | Number of Days per Week | Total Hours per Week for Groups |
|------------------------------------------------|--------------------------------|--------------------------------------|-------------------------------|------------------------------------------|
| Program Hours of Service | | | | |
| Certified Recovery Specialist (CRS) | 1 | 2 | 4 | 8 |
| Beck Institute Meeting | | | | 1 |
| Case Consultation Meeting | | | | 2 |
| | | | | <hr/> |
| Hours per Week | | | | 11 |
| Weeks per Year | | | | 52 |
| | | | | <hr/> |
| Total Program Hours of Service per Year | | | | 572 |

| | Year 1 | Year 2 | Total |
|----------------------------|-----------------|-----------------|------------------|
| Revenue | | | |
| Allegheny County Funding | \$61,020 | \$61,981 | \$123,001 |
| Renewal Inc. Match Funding | \$2,665 | \$2,772 | \$5,437 |
| | <hr/> | <hr/> | <hr/> |
| Total Revenue | \$63,685 | \$64,753 | \$128,438 |

| Expenditures | | | |
|--------------------------------------------|-----------------|-----------------|-----------------|
| Personnel | | | |
| Certified Recovery Specialist (CRS) | | | |
| Annual Salary | \$43,184 | \$44,911 | |
| Fringe Benefits | \$26,999 | \$28,079 | |
| | <hr/> | <hr/> | |
| | \$70,183 | \$72,990 | |
| Annual Hours | 2,080 | 2,080 | |
| Hourly Rate | \$33.74 | \$35.09 | |
| Total Program Hours of Service per Year | 572 | 572 | |
| | <hr/> | <hr/> | |
| Certified Recovery Specialist (CRS) Costs | \$19,300 | \$20,072 | |
| | | | |
| Manager of Lydia's Place Supervision | | | |
| Annual Salary | \$67,600 | \$70,304 | |
| Fringe Benefits | \$22,998 | \$23,918 | |
| | <hr/> | <hr/> | |
| | \$90,598 | \$94,222 | |
| Annual Hours | 2,080 | 2,080 | |
| Hourly Rate | \$43.56 | \$45.30 | |
| Total Program Hours of Service per Year | 52 | 52 | |
| | <hr/> | <hr/> | |
| Manager of Lydia's Place Supervision Costs | \$2,265 | \$2,356 | |
| | | | |
| Beck Institute Training of 3 staff members | \$2,665 | \$2,772 | |
| | <hr/> | <hr/> | |
| Total Personnel Costs | \$24,230 | \$25,200 | \$49,430 |

| | | | |
|--------------------------------------------|-------|-------|-------|
| Program Supplies - 700 participants | | | |
| (Folders, pens, printouts, etc.) | \$385 | \$385 | \$770 |

Incentive Costs

| | | | |
|-----------------------------------------|-----------------|-----------------|------------------|
| Meeting Participants 15-20 | 20 | 20 | |
| Weekly Meetings | 4 | 4 | |
| Total Participants per Week | <u>80</u> | <u>80</u> | |
| Weeks per Year | <u>52</u> | <u>52</u> | |
| Total Participants per Year | 4,160 | 4,160 | |
| Cost per Participant per Meeting | \$8 | \$8 | |
| Total Annualized Incentive Costs | \$33,280 | \$33,280 | \$66,560 |
| | | | |
| Subtotal Direct Program Costs | \$57,895 | \$58,865 | |
| | | | |
| Administrative Overhead 10% | \$5,790 | \$5,888 | \$11,678 |
| | | | |
| Total Annual Program Costs | \$63,685 | \$64,753 | \$128,438 |
| | | | |
| Net Surplus / (Deficit) | \$0 | \$0 | \$0 |

Curriculum - Mental/Physical Health

| | Number of Groups per Day | Hours per Group (including Notes) | Number of Days per Week | Total Hours per Week for Groups |
|------------------------------------|--------------------------------|--------------------------------------|-------------------------------|------------------------------------------|
| Personnel | | | | |
| Mental Health Outpatient Therapist | 1 | 2 | 1 | 2 |
| Beck Institute Meeting | | | | 1 |
| Case Consultation Meeting | | | | 2 |
| | | | | <hr/> |
| Hours per Week | | | | 5 |
| Weeks per Year | | | | 52 |
| Total Hours per Year | | | | <hr/> 260 |

| | Year 1 | Year 2 | Total |
|----------------------------|----------------|----------------|----------------|
| Revenue | | | |
| Allegheny County Funding | \$15,807 | \$16,429 | \$32,236 |
| Renewal Inc. Match Funding | \$3,526 | \$3,667 | \$7,193 |
| Total Revenue | <hr/> \$19,333 | <hr/> \$20,096 | <hr/> \$39,429 |

| | Year 1 | Year 2 | Total |
|--------------------------------------------|-----------------|-----------------|----------------|
| Expenditures | | | |
| Personnel | | | |
| Mental Health Outpatient Therapist | | | |
| Annual Salary | \$57,000 | \$59,280 | |
| Fringe Benefits | \$25,128 | \$26,133 | |
| | <hr/> \$82,128 | <hr/> \$85,413 | |
| Annual Hours | 2,080 | 2,080 | |
| Hourly Rate | <hr/> \$39.48 | <hr/> \$41.06 | |
| Total Program Hours of Service per Year | 260 | 260 | |
| Mental Health Outpatient Therapist Costs | <hr/> \$10,266 | <hr/> \$10,677 | |
| Mental Health Therapist Supervisor | | | |
| Annual Salary | \$92,560 | \$96,262 | |
| Fringe Benefits | \$48,777 | \$50,728 | |
| | <hr/> \$141,337 | <hr/> \$146,990 | |
| Annual Hours | 2,080 | 2,080 | |
| Hourly Rate | <hr/> \$67.95 | <hr/> \$70.67 | |
| Total Program Hours of Service per Year | 52 | 52 | |
| Mental Health Therapist Supervisor Costs | <hr/> \$3,533 | <hr/> \$3,675 | |
| Beck Institute Training of 3 staff members | <hr/> \$3,526 | <hr/> \$3,667 | |
| Total Personnel Costs | <hr/> \$17,325 | <hr/> \$18,019 | <hr/> \$35,344 |
| Program Supplies | | | |
| (Folders, pens, printouts, etc.) | \$250 | \$250 | \$500 |
| Subtotal Direct Program Costs | <hr/> 17,575 | <hr/> 18,269 | |

| | | | |
|------------------------------------|-----------------|-----------------|-----------------|
| Administrative Overhead 10% | \$1,758 | \$1,827 | \$3,585 |
| Total Annual Program Costs | \$19,333 | \$20,096 | \$39,429 |
| Net Surplus / (Deficit) | \$0 | \$0 | \$0 |

Curriculum - Substance Use Treatment & Support

| | Number of Groups per Day | Hours per Group (including Notes) | Number of Days per Week | Total Hours per Week for Groups |
|-------------------------------------|--------------------------------|--------------------------------------|-------------------------------|------------------------------------------|
| Personnel | | | | |
| Drug & Alcohol Outpatient Counselor | 1 | 2 | 1 | 2 |
| Beck Institute Meeting | | | | 1 |
| Case Consultation Meeting | | | | 2 |
| | | | | <hr/> |
| Hours per Week | | | | 5 |
| Weeks per Year | | | | 52 |
| Total Hours per Year | | | | <hr/> 260 |

| | Year 1 | Year 2 | Total |
|----------------------------|-----------------|-----------------|-----------------|
| Revenue | | | |
| Allegheny County Funding | \$15,324 | \$15,927 | \$31,251 |
| Renewal Inc. Match Funding | \$3,447 | \$3,584 | \$7,031 |
| Total Revenue | \$18,771 | \$19,511 | \$38,282 |

| Expenditures | | | |
|--------------------------------------------|-----------------|-----------------|-----------------|
| Personnel | | | |
| Drug & Alcohol Outpatient Counselor | | | |
| Annual Salary | \$50,382 | \$52,397 | |
| Fringe Benefits | \$28,298 | \$29,430 | |
| | <hr/> \$78,680 | <hr/> \$81,827 | |
| Annual Hours | 2,080 | 2,080 | |
| Hourly Rate | \$37.83 | \$39.34 | |
| Total Program Hours of Service per Year | 260 | 260 | |
| Drug & Alcohol Outpatient Counselor Costs | <hr/> \$9,835 | <hr/> \$10,228 | |
| | | | |
| Drug & Alcohol Counselor Supervisor | | | |
| Annual Salary | \$92,560 | \$96,262 | |
| Fringe Benefits | \$48,777 | \$50,728 | |
| | <hr/> \$141,337 | <hr/> \$146,990 | |
| Annual Hours | 2,080 | 2,080 | |
| Hourly Rate | \$67.95 | \$70.67 | |
| Total Program Hours of Service per Year | 52 | 52 | |
| Drug & Alcohol Counselor Supervisor Costs | <hr/> \$3,533 | <hr/> \$3,675 | |
| | | | |
| Beck Institute Training of 3 staff members | <hr/> \$3,447 | <hr/> \$3,584 | |
| | | | |
| Total Personnel Costs | \$16,815 | \$17,488 | \$34,301 |
| | | | |
| Program Supplies | | | |
| (Folders, pens, printouts, etc.) | \$250 | \$250 | \$500 |
| | | | |
| Subtotal Direct Program Costs | 17,065 | 17,738 | |

| | | | |
|------------------------------------|-----------------|-----------------|-----------------|
| Administrative Overhead 10% | \$1,706 | \$1,774 | \$3,480 |
| Total Annual Program Costs | \$18,771 | \$19,511 | \$38,282 |
| Net Surplus / (Deficit) | \$0 | \$0 | \$0 |

Curriculum - Job Training & Development

| | Number of Groups per Day | Hours per Group (including Notes) | Number of Days per Week | Total Hours per Week for Groups |
|---------------------------|--------------------------------|--------------------------------------|-------------------------------|------------------------------------------|
| Personnel | | | | |
| Reentry Case Manager | 1 | 2 | 1 | 2 |
| Beck Institute Meeting | | | | 1 |
| Case Consultation Meeting | | | | 2 |
| | | | | <hr/> |
| Hours per Week | | | | 5 |
| Weeks per Year | | | | 52 |
| Total Hours per Year | | | | <hr/> 260 |

| | Year 1 | Year 2 | Total |
|----------------------------|----------------|----------------|----------------|
| Revenue | | | |
| Allegheny County Funding | \$15,538 | \$16,148 | \$31,686 |
| Renewal Inc. Match Funding | \$3,136 | \$3,262 | \$6,398 |
| Total Revenue | <hr/> \$18,674 | <hr/> \$19,410 | <hr/> \$38,084 |

| | Year 1 | Year 2 | Total |
|------------------------------------------------|----------------|----------------|----------------|
| Expenditures | | | |
| Personnel | | | |
| Reentry Case Manager | | | |
| Annual Salary | \$67,600 | \$70,304 | |
| Fringe Benefits | \$22,998 | \$23,918 | |
| | <hr/> \$90,598 | <hr/> \$94,222 | |
| Annual Hours | 2,080 | 2,080 | |
| Hourly Rate | \$43.56 | \$45.30 | |
| Total Program Hours of Service per Year | 260 | 260 | |
| Reentry Case Manager Costs | <hr/> \$11,325 | <hr/> \$11,778 | |
| Manager of Lydia's Place Supervision | | | |
| Annual Salary | \$67,600 | \$70,304 | |
| Fringe Benefits | \$22,998 | \$23,918 | |
| | <hr/> \$90,598 | <hr/> \$94,222 | |
| Annual Hours | 2,080 | 2,080 | |
| Hourly Rate | \$43.56 | \$45.30 | |
| Total Program Hours of Service per Year | 52 | 52 | |
| Manager of Lydia's Place Supervision Costs | <hr/> \$2,265 | <hr/> \$2,356 | |
| Beck Institute Training of 3 staff members | | | |
| | <hr/> \$3,136 | <hr/> \$3,262 | |
| Total Personnel Costs | <hr/> \$16,726 | <hr/> \$17,395 | <hr/> \$34,121 |
| Program Supplies | | | |
| (Folders, pens, printouts, etc.) | \$250 | \$250 | \$500 |
| Subtotal Direct Program Costs | <hr/> 16,976 | <hr/> 17,645 | |

| | | | |
|------------------------------------|-----------------|-----------------|-----------------|
| Administrative Overhead 10% | \$1,698 | \$1,764 | \$3,462 |
| Total Annual Program Costs | \$18,674 | \$19,409 | \$38,083 |
| Net Surplus / (Deficit) | \$0 | \$0 | \$0 |

Curriculum - Relationship Building & Maintenance

| | Number of Groups per Day | Hours per Group (including Notes) | Number of Days per Week | Total Hours per Week for Groups |
|------------------------------------|--------------------------------|--------------------------------------|-------------------------------|------------------------------------------|
| Personnel | | | | |
| Mental Health Outpatient Therapist | 1 | 2 | 1 | 2 |
| Beck Institute Meeting | | | | 1 |
| Case Consultation Meeting | | | | 2 |
| | | | | <hr/> |
| Hours per Week | | | | 5 |
| Weeks per Year | | | | 52 |
| Total Hours per Year | | | | <hr/> 260 |

| | Year 1 | Year 2 | Total |
|----------------------------|----------------|----------------|----------------|
| Revenue | | | |
| Allegheny County Funding | \$15,807 | \$16,427 | \$32,234 |
| Renewal Inc. Match Funding | \$3,526 | \$3,667 | \$7,193 |
| Total Revenue | <hr/> \$19,333 | <hr/> \$20,094 | <hr/> \$39,427 |

| | Year 1 | Year 2 | Total |
|--------------------------------------------|-----------------|-----------------|----------------|
| Expenditures | | | |
| Personnel | | | |
| Mental Health Outpatient Therapist | | | |
| Annual Salary | \$57,000 | \$59,280 | |
| Fringe Benefits | \$25,128 | \$26,133 | |
| | <hr/> \$82,128 | <hr/> \$85,413 | |
| Annual Hours | 2,080 | 2,080 | |
| Hourly Rate | \$39.48 | \$41.06 | |
| Total Program Hours of Service per Year | 260 | 260 | |
| Mental Health Outpatient Therapist Costs | <hr/> \$10,266 | <hr/> \$10,677 | |
| | | | |
| Mental Health Therapist Supervisor | | | |
| Annual Salary | \$92,560 | \$96,262 | |
| Fringe Benefits | \$48,777 | \$50,728 | |
| | <hr/> \$141,337 | <hr/> \$146,990 | |
| Annual Hours | 2,080 | 2,080 | |
| Hourly Rate | \$67.95 | \$70.67 | |
| Total Program Hours of Service per Year | 52 | 52 | |
| Mental Health Therapist Supervisor Costs | <hr/> \$3,533 | <hr/> \$3,675 | |
| | | | |
| Beck Institute Training of 3 staff members | <hr/> \$3,526 | <hr/> \$3,667 | |
| | | | |
| Total Personnel Costs | <hr/> \$17,325 | <hr/> \$18,019 | <hr/> \$35,343 |
| | | | |
| Program Supplies | | | |
| (Folders, pens, printouts, etc.) | \$250 | \$250 | \$500 |
| | | | |
| Subtotal Direct Program Costs | <hr/> 17,575 | <hr/> 18,269 | |

| | | | |
|------------------------------------|-----------------|-----------------|-----------------|
| Administrative Overhead 10% | \$1,758 | \$1,827 | \$3,584 |
| Total Annual Program Costs | \$19,333 | \$20,094 | \$39,427 |
| Net Surplus / (Deficit) | \$0 | \$0 | \$0 |

Activities Based Programming

| | Total Hours per Week | | |
|--------------------------------------------|---------------------------------|------------------|------------------|
| Personnel | | | |
| Recreational Specialist | 37 | | |
| Beck Institute Meeting | 1 | | |
| Case Consultation Meeting | 2 | | |
| | <hr/> | | |
| Hours per Week | 40 | | |
| Weeks per Year | 52 | | |
| Total Hours per Year | <hr/> 2,080 | | |
| | Year 1 | Year 2 | Total |
| Revenue | | | |
| Allegheny County Funding | \$118,950 | \$127,392 | \$246,342 |
| Renewal Inc. Match Funding | \$2,882 | \$2,998 | \$5,880 |
| Total Revenue | \$121,832 | \$130,390 | \$252,222 |
| Expenditures | | | |
| Personnel | | | |
| Recreational Specialist | | | |
| Annual Salary | \$46,883 | \$48,758 | |
| Fringe Benefits | \$32,726 | \$38,423 | |
| | <hr/> \$79,609 | <hr/> \$87,182 | |
| Annual Hours | 2,080 | 2,080 | |
| Hourly Rate | \$38.27 | \$41.91 | |
| Total Program Hours of Service per Year | 2,080 | 2,080 | |
| Recreational Specialist Costs | <hr/> \$79,609 | <hr/> \$87,182 | |
| Manager of Lydia's Place Supervision | | | |
| Annual Salary | \$67,600 | \$70,304 | |
| Fringe Benefits | \$22,998 | \$23,918 | |
| | <hr/> \$90,598 | <hr/> \$94,222 | |
| Annual Hours | 2,080 | 2,080 | |
| Hourly Rate | \$43.56 | \$45.30 | |
| Total Program Hours of Service per Year | 52 | 52 | |
| Manager of Lydia's Place Supervision Costs | <hr/> \$2,265 | <hr/> \$2,356 | |
| Beck Institute Training of 3 staff members | <hr/> \$2,882 | <hr/> \$2,998 | |
| Total Personnel Costs | \$84,756 | \$92,536 | \$177,292 |
| Activity Facilitators | \$26,000 | \$26,000 | \$52,000 |
| Subtotal Direct Program Costs | 110,756 | 118,536 | |
| Administrative Overhead 10% | \$11,076 | \$11,854 | \$22,930 |
| Total Annual Program Costs | \$121,832 | \$130,390 | \$252,222 |
| Net Surplus / (Deficit) | \$0 | \$0 | \$0 |

Renewal Incorporated
Allegheny County Request for Proposals
Development of an Enhanced and Comprehensive Reentry System
Budget Narrative

The development of the budget assumes pending finalization of the curriculum in collaboration with Allegheny County and the Beck Institute. Renewal is allowing for a 1.5 hours group time with an additional 30 minutes for group notes to be completed. Each program service, with the exception of the Activities Based Programming, allocates a percentage of a staff position(s) for the appropriate amount of time to provide the required services. This budget was formulated making certain assumptions regarding size and scale but within the estimations provided in the request for proposal. Renewal is fully capable to adjust any personnel or programming allocations to meet the expansion of the program.

Revenues

Renewal Incorporated is submitting individual budgets for each program within the request for proposal. The funding requests are as follows:

- CT-R in Jail
 - Year 1: \$35,070
 - Allegheny County Funds: \$32,149
 - Renewal Inc. Match Funds: \$2,921
 - Year 2: \$36,461
 - Allegheny County Funds: \$33,423
 - Renewal Inc. Match Funds: \$3,038
 - Total: \$71,531
 - Allegheny County Funds: \$65,572
 - Renewal Inc. Match Funds: \$5,959
- CT-R in Community
 - Year 1: \$63,685
 - Allegheny County Funds: \$61,020
 - Renewal Inc. Match Funds: \$2,665
 - Year 2: \$64,753
 - Allegheny County Funds: \$61,981
 - Renewal Inc. Match Funds: \$2,772
 - Total: \$128,438
 - Allegheny County Funds: \$123,001
 - Renewal Inc. Match Funds: \$5,437
- Curriculum – Mental/Physical Health
 - Year 1: \$19,333
 - Allegheny County Funds: \$15,807
 - Renewal Inc. Match Funds: \$3,526
 - Year 2: \$20,096
 - Allegheny County Funds: \$16,429
 - Renewal Inc. Match Funds: \$3,667
 - Total: \$39,429
 - Allegheny County Funds: \$32,236
 - Renewal Inc. Match Funds: \$7,193

- Curriculum – Substance Use Treatment & Support
 - Year 1: \$18,771
 - Allegheny County Funds: \$15,324
 - Renewal Inc. Match Funds: \$3,447
 - Year 2: \$19,511
 - Allegheny County Funds: \$15,927
 - Renewal Inc. Match Funds: \$3,584
 - Total: \$38,282
 - Allegheny County Funds: \$31,251
 - Renewal Inc. Match Funds: \$7,031
- Curriculum – Job Training & Development
 - Year 1: \$18,674
 - Allegheny County Funds: \$15,538
 - Renewal Inc. Match Funds: \$3,136
 - Year 2: \$19,410
 - Allegheny County Funds: \$16,148
 - Renewal Inc. Match Funds: \$3,262
 - Total: \$38,084
 - Allegheny County Funds: \$31,686
 - Renewal Inc. Match Funds: \$6,398
- Curriculum – Relationship Building & Maintenance
 - Year 1: \$19,333
 - Allegheny County Funds: \$15,807
 - Renewal Inc. Match Funds: \$3,526
 - Year 2: \$20,094
 - Allegheny County Funds: \$16,427
 - Renewal Inc. Match Funds: \$3,667
 - Total: \$39,427
 - Allegheny County Funds: \$32,234
 - Renewal Inc. Match Funds: \$7,193
- Activities Based Programming
 - Year 1: \$121,832
 - Allegheny County Funds: \$118,950
 - Renewal Inc. Match Funds: \$2,882
 - Year 2: \$130,390
 - Allegheny County Funds: \$127,392
 - Renewal Inc. Match Funds: \$2,998
 - Total: \$252,222
 - Allegheny County Funds: \$246,342
 - Renewal Inc. Match Funds: \$5,880

Expenses

The following are the budget line item explanations:

Salaries and Benefits

Each program includes the appropriate staff position to perform the requirements of the proposed services. The salary used is the average salary of each particular position. Renewal uses a third party consultant to benchmark all positions and is returned a salary scale based on experience level. Staff training with the Beck Institute on CT-R principles and practices allows for 3 days at the calculated hourly rate.

Renewal offers employees and their families 100% paid health, dental and vision coverage with zero deductible from the employee. Additionally, Renewal contributes 9% of total annual earnings to the employee's pension plan requiring zero match from the employee.

Each position is calculated to an hourly rate using 2,080 hours per year. The individual program uses the appropriate position hourly rate multiplied by the expected number of program hours to obtain the personnel costs. Year 2 of the budget assumes a 4% merit-based salary increase in accordance to Renewal's normal budget procedures. The fringe benefit amount in Year 2 uses the benefit percentage to salary in Year 1 multiplied against Year 2 salary.

Program Supplies

The program supply costs uses actual current rates for folders, pens and printouts per program number of participants.

Activity Facilitators

The use of activity facilitators for the Activities Based program is proposes engagement in twice per week at a cost of \$250 per engagement.

Incentive Costs

The CT-R in Community program requires an incentive to maintain attendance for the community groups. Renewal is estimating a cost of \$5 per participant at each weekly meeting. Examples of incentives include completion of program recognition, refreshments or any other incentive that meets the approval of the oversight representatives.

Administrative

The administrative cost calculation uses a 10% rate for all program costs.



CITY OF PITTSBURGH
OFFICE OF THE MAYOR
MAYOR ED GAINEY

June 13, 2024

Mr. Douglas C. Williams
Renewal, Inc.



Dear Mr. Williams,

I understand that Renewal, Inc. is submitting proposals to the Allegheny County Department of Human Services and Allegheny County Jail Collaborative to contribute to an expanded and comprehensive reentry system for people inside the Jail and those leaving the jail and returning to their communities.

Aligned with your area of expertise, these services will support individuals during their time in the Allegheny County jail and significantly contribute to their successful reintegration into their families and communities. Renewal, Inc. is well-regarded in criminal justice for its long-standing commitment to delivering high-quality reentry services and focus, including evidence-based practices to reduce recidivism and enhance lives. Presently, Renewal offers various reentry services, including mental health and drug and alcohol treatment, housing assistance, workforce development, job training through GETPAID, Life Skills programs, Batterers Intervention programming, and more, all of which profoundly impact the community.

Renewal has been unwavering in its commitment to supporting individuals returning home for nearly half a century. This commitment is demonstrated through continuous research and implementation of best practices, utilization of cutting-edge technology, and evidence-based strategies, all aimed at enhancing opportunities for individual success and building a solid foundation of trust and credibility in the community.

For these reasons, I support your proposals to the Allegheny County Department of Human Services and the Allegheny County Jail Collaborative. Your contributions to the individuals you serve and our communities are truly appreciated.

Yours in service,

A handwritten signature in blue ink, appearing to read "Ed Gainey".

Ed Gainey, Mayor
City of Pittsburgh
Pronouns: He/His/Him





R. DANIEL LAVELLE

Councilman, City of Pittsburgh-District 6

City Council President



May 29, 2024

Mr. Douglas C. Williams
Renewal, Inc.



Dear Mr. Williams-

I understand that Renewal, Inc. is submitting proposals to the Allegheny County Department of Human Services and Allegheny County Jail Collaborative to contribute to an expanded and comprehensive reentry system for people inside the Allegheny County Jail and to those leaving the jail and returning to their communities.

Aligned with your area of expertise, these services will aim to support individuals during their time in the Allegheny County jail and as they progress back to their families and communities. Renewal, Inc. is well-regarded in the criminal justice field for its long-standing commitment to delivering high-quality reentry services and focus that includes evidence-based practices aimed at reducing recidivism and enhancing lives. Presently, Renewal offers various reentry services to include mental health and drug and alcohol treatment, housing assistance, workforce development, job training through GETPAID, Life Skills programs, Batterers Intervention programming, and more.

For 48 years, Renewal has been committed to supporting individuals returning home by continually researching and implementing best practices, utilizing cutting-edge technology, and evidence-based strategies to enhance opportunities for individual's success.

It is for these reasons, I support your proposals to the Allegheny County Department of Human Services and the Allegheny County Jail Collaborative. Your contributions to the individuals you serve and our communities are truly appreciated.

Sincerely,

R. Daniel Lavelle

510 City-County Building • Pittsburgh, Pennsylvania 15219



[Facebook.com/LavelleDistrict6](https://www.facebook.com/LavelleDistrict6) [Twitter.com/RDLavelle](https://twitter.com/RDLavelle) www.pittsburghpa.gov/district6/



May 23, 2024

Douglas C. Williams
Renewal, Inc.



Dear Doug,

On behalf of the Pittsburgh Downtown Partnership, I am writing to express our support for Renewal, Inc.'s proposals being submitted to Allegheny County Department of Human Services and Allegheny County Jail Collaborative to contribute to an expanded and comprehensive reentry system for people inside the Allegheny County Jail and to those leaving the jail and returning to their communities.

Aligned with your area of expertise, these services will aim to support individuals during their time in the Allegheny County jail and as they progress back to their families and communities. Renewal, Inc. is well-regarded in the criminal justice field for its long-standing commitment to delivering high-quality reentry services and focus that includes evidence-based practices aimed at reducing recidivism and enhancing lives. Presently, Renewal offers various reentry services to include mental health and drug and alcohol treatment, housing assistance, workforce development, job training through GETPAID, Life Skills programs, Batterers Intervention programming, and more.

For 48 years, Renewal has been committed to supporting individuals returning home by continually researching and implementing best practices, utilizing cutting-edge technology, and evidence-based strategies to enhance opportunities for individual's success.

It is for these reasons, I support your proposals to the Allegheny County Department of Human Services and the Allegheny County Jail Collaborative. Your contributions to the individuals you serve and our communities are truly appreciated.

Sincerely,

A handwritten signature in blue ink, appearing to read "J. Waldrup".

Jeremy Waldrup
President & CEO



First Commonwealth Bank



May 21, 2024

Mr. Douglas C. Williams
Renewal, Inc.



Dear Mr. Williams,

Renewal, Inc. is submitting proposals to the Allegheny County Department of Human Services and Allegheny County Jail Collaborative to contribute to an expanded and comprehensive reentry system for people inside the Allegheny County Jail and to those leaving the jail and returning to their communities.

Aligned with Renewal, Inc.'s area of expertise, these services will aim to support individuals during their time in the Allegheny County Jail and as they progress back to their families and communities. Renewal, Inc. is well-regarded in the criminal justice field for its long-standing commitment to delivering high-quality reentry services and focus that includes evidence-based practices aimed at reducing recidivism and enhancing lives. Presently, Renewal offers various reentry services to include mental health and drug and alcohol treatment, housing assistance, workforce development, job training through GETPAID, Life Skills programs, Batterers Intervention programming, and more.

For 48 years, Renewal has been committed to supporting individuals returning home by continually researching and implementing best practices, utilizing cutting-edge technology, and evidence-based strategies to enhance opportunities for individual's success.

It is for these reasons, I support Renewal, Inc.'s proposals to the Allegheny County Department of Human Services and the Allegheny County Jail Collaborative. Your contributions to the individuals you serve and our communities are both needed and truly appreciated.

Respectfully,

Jamie J. Straub
Senior Vice President
Corporate Banking Group Manager

Alan A. Axelson, MD
[REDACTED]

6/1/2024

Mr. Douglas C. Williams
Renewal, Inc.
[REDACTED]

Dear Mr. Williams:

As a member of the mental health provider community of Allegheny County for more than 40 years, I know of Renewal's contribution in helping our vulnerable residents return to full community participation. Four years ago, my psychiatric group practice became directly involved with Renewal, providing contract psychiatric services to assist them in their mission. Through this experience, our staff are part of the team that supports this mission.

I understand that Renewal, Inc. is submitting proposals to the Allegheny County Department of Human Services and Allegheny County Jail Collaborative to contribute to an expanded and comprehensive reentry system for people inside the Allegheny County Jail and to those leaving the jail and returning to their communities.

Aligned with your area of expertise, these services will aim to support individuals during their time in the Allegheny County jail and as they progress back to their families and communities. Renewal, Inc. is well-regarded in the criminal justice field for its long-standing commitment to delivering high-quality reentry services and focus that includes evidence-based practices aimed at reducing recidivism and enhancing lives. Presently, Renewal offers various reentry services to include mental health and drug and alcohol treatment, housing assistance, workforce development, job training through GETPAID, Life Skills programs, Batterers Intervention programming, and more.

For 48 years, Renewal has been committed to supporting individuals returning home by continually researching and implementing best practices, utilizing innovative technology, and evidence-based strategies to enhance opportunities for individual's success.

It is for these reasons; I support your proposals to the Allegheny County Department of Human Services and the Allegheny County Jail Collaborative. Your contributions to the individuals you serve, and our communities, are deeply appreciated.

Sincerely,



Alan A Axelson, MD, DLF AACAP & APA