

Transition Case Study

Flamingo County is considering a delivery system change. **Flamingo county currently provides supervision under the CCA model but is considering a change to a DOC/CPO model.** Below is a non-exhaustive list of the tasks that must be completed to ensure a successful transition from one delivery system to another. We will use this list to assist us in visualizing the transition. As we review, please think about what your desired outcome would be in each of the main topic areas if you were a county commissioner, administrator, or probation officer in Flamingo County. Are there any topics here that are not currently addressed in statute but should be?

Prior to Decision to Change Delivery System

Category	Desired Outcome
Delivery System Analysis	
- Conduct analysis of current model and what change would look like - Discussion with and recommendation from local advisory committee	Consultant/study understanding of all the delivery systems; resources/finances local control DOC – opportunity to present information Does it make sense to require an interim step if the county is DOC? E.g., DOC to CPO then CCA. Alternative, take it in steps to allow county to build the infrastructure
Decision Process	
- Presentation to county commissioners - Decision by county commissioners - Determine timing of transition	Timeline defined in statute Think about when new county commissioners start County and state budget cycles Notice of intent Work backwards from when the transition would occur Intent in July – analysis of impacts – then develop certainty about the date moving forward.

After Decision to Change Delivery System

Category	Desired Outcome
Transition Team	
- Establish transition team with members from both the old and new delivery systems - Hold regular meetings to help manage tasks - Provide regular communication and updates to staff - Notify stakeholders (e.g., treatment/programming providers, victim services, courts, prosecutors, defense attorneys)	Can make the transition process smoother. Should be a mix of administrative and probation Where should it go? Statute or operational guidelines?
HR and Staffing	
- Make staffing level decisions (both during and after the transition) - Establish process for posting of positions during interim period – who interviews - Notify any relevant unions of the change - Set up individual meetings for staff with HR - Provide peer support for staff - Receiving entity develops offers for staff changeover - Sending entity manages layoffs	Acknowledgement that there are contractual obligations the sending county has, those should be considered in the timeline. Timing of offer letters (e.g., at least 30 days prior to transition) – should it be longer (e.g., 60 days)? Could have “no later than date” – transition can be held up if doesn’t occur by then?
Operational Tasks	
- Determine office location; address leases; plan physical move (if needed) - Notify staff and others of office move (if needed) - Manage change out of office furniture - Manage employee computers, telephones, and other equipment changes - Develop policies for any supervision types / case types not previously handled	

Category	Desired Outcome
IT	
• Contact STI and establish timeline for CSTS data transfer • Clean up/close old cases to minimize need for data transfer • Establish data snapshot before the transfer • Run quality assurance tests after the transfer • Add/remove equipment • Manage agency changes in other systems (e.g., ICOTS, S3, DEMS, Intrastate, Community Services Directory)	
Program Tasks	
• Transition or establish UA Vendor and Training • Set up account for supervised release electronic monitoring, complete transfer • Establish supervision Fees stop/start dates (if needed) • Determine how treatment and other programming will be delivered; establish start/stop dates; develop process for scheduling clients during the transition • Need to stop intrastate transfers during transition	
Case Management	
• Notification to clients • Address out of County supervision-transfer cases • Determine transition timing / schedule for assignment of new cases • Determine transition timing / schedule for assignment of presentence investigations • Address file retention; dispose of old files, scan and send paper files as needed	
Staff Training	

Category	Desired Outcome
• Felony supervision • Sex-offense specific training • Sentencing Guidelines training • BCA training • Predatory offender registration training	
Other	
• Update funding formula allotment and ensure monthly payments are adjusted • Update Comprehensive Plan • Re-establish local advisory board	