

# Chippewa Valley Correctional Treatment Facility



## Annual Report

Fiscal Year 2019

July 1, 2018 to June 30, 2019

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## MESSAGE FROM THE WARDEN

As the warden of the Chippewa Valley Correctional Treatment Facility (CVCTF), I have the honor to present the Fiscal Year 2019 Annual Report. I would like to thank CVCTF staff for their continued commitment and dedication. With this report, we try to recognize some of the milestones and achievements of the past year.

## FY19 HIGHLIGHTS

- Electronic Medical Record (EMR) system was rolled out at CVCTF on October 15, 2018.
- Trauma Informed Care continues to be a focus. Several staff joined the committee working on integrating trauma informed practices throughout the facility.
- CVCTF staff members continue to support the community. Coats were collected for Highground. Donations were collected to support victims of domestic violence and the Family Support Center.
- CVCTF began to offer a limited number of work release placements. Eligible inmates can develop job skills and prepare themselves for life after release. Work release compensation earned by the inmates is used to reimburse the State for room, board, and transportation, as well as paying court ordered obligations.
- CVCTF started working with The Can Do Canines program. Inmates teach puppies basic commands as they are weaned from their mother. The process usually takes 5-7 weeks.
- The Crochet Project provides an opportunity for inmates to give back to the local community. Inmates can volunteer to crochet a variety of items made from donated yarn which are then donated to local community organizations.



## DOC MISSION STATEMENT

Protect the public, our staff and those in our charge.

Provide opportunities for positive change and success.

Promote, inform and educate others about our programs and successes.

Partner and collaborate with community service providers and other criminal justice entities.

## CVCTF PURPOSE STATEMENT

Chippewa Valley Correctional Treatment Facility is dedicated to the development, implementation, and subsequent modification of a treatment program that will effectively and efficiently address the needs of offenders in the area of substance abuse and related issues, preparing them for reintegration to their respective communities.

## FAST FACTS

<b>Date Facility Opened:</b>	<b>April 2004</b>
<b>Security Level:</b>	<b>Minimum</b>
<b>Operating Capacity:</b>	<b>450</b>
<b>Current Population:</b>	<b>495</b>
<b>Staff:</b>	<b>165</b>
<b>Inmate to Staff Ratio:</b>	<b>3</b>
<b>Number of Acres:</b>	<b>48</b>
<b>Operating Budget:</b>	<b>\$14,876,022.11</b>

<b>Amount Collected for Inmate Obligations</b>	
<b>Victim/Witness</b>	<b>\$14,011.79</b>
<b>DNA</b>	<b>\$30,113.17</b>
<b>Child Support</b>	<b>\$23,224.81</b>
<b>Court Ordered Obligations</b>	<b>\$38,463.83</b>
<b>Medical Co-Payments</b>	<b>\$6,022.50</b>
<b>Institution Restitution</b>	<b>\$626.36</b>
<b>Restitution (Victim)</b>	<b>\$38,267.35</b>

<b>Average Canteen Sales BI-Weekly</b>	
<b>Number of inmates making purchases</b>	<b>410</b>
<b>Number of items sold</b>	<b>26,435</b>
<b>Dollar amount sold</b>	<b>\$14,036.08</b>

Chippewa Valley Correctional Treatment Facility was originally constructed as part of the then Northern Colony (later Northern Wisconsin Center for the Developmentally Disabled). Originally the building was named Highview Hall and was dedicated on November 13, 1966. In 1999, WI Act 9 authorized the spending of \$7.3 million to convert the Highview building to a geriatric correctional facility. The 2003-2005 biennial budget called for a mission change and plans for Highview were changed to an AODA treatment facility. In March of 2004, it was renamed Chippewa Valley Correctional Treatment Facility (CVCTF).

The programs offered at CVCTF have changed and evolved throughout its history as a substance use disorder treatment facility. The 26-week Earned Release Program was added to the programs offered at CVCTF in December of 2007. Earned Release Program groups starting in June of 2015 began using a redesigned 20-week evidence based curriculum. In November of 2015, the decision was made to no longer provide the AODA Residential treatment program at CVCTF in order to expand ERP capacity.

## EARNED RELEASE PROGRAM (ERP)

The Earned Release Program at CVCTF has been through a program redesign with the support and direction of the Office of Program Services. CVCTF provides a 20-week Earned Release Program for inmates that are high or moderate risk level, based on the results of the inmate's COMPAS assessment. With this redesign, inmates in ERP are enrolled in Cognitive Behavioral Interventions for Substance Abuse (CBI-SA) and Thinking for a Change (T4C). Additional treatment groups are assigned based on each participant's individual assessment. This 20-week program is facilitated by AODA Social Workers and Treatment Specialists, with ten inmates in each group.

Cognitive Behavioral Interventions for Substance Abuse is a program that uses a cognitive behavioral approach to teach strategies for avoiding substance abuse. Skill building activities are used to assist with cognitive, social, emotional, and coping skill development.

Thinking for a Change - This National Institute of Corrections program uses a cognitive behavioral change program for offenders. It has 25 lessons that include cognitive restructuring, social skills development, and development of problem solving skills.

Anger Management for Substance Abuse and Mental Health Clients uses a Cognitive Behavioral Therapy approach that utilizes relaxation, cognitive and communication skills interventions.

Cognitive Behavioral Interventions for Offenders Seeking Employment (CBI-EMP) is designed to provide information and skills that will be helpful in obtaining and maintaining employment upon reentry into the community.

The Epictetus Program helps inmates break free of criminal thinking. The program focuses on the teaching of Greek philosopher Epictetus.

Domestic Violence is a program that incorporates elements of Thinking for a Change and is co-facilitated by a male and a female facilitators.

Pre-Treatment is designed as an orientation to programs provided at CVCTF. It provides an introduction to the cognitive-behavioral model, listening skills, and goal setting.

### PROGRAM ENROLLMENT AND COMPLETIONS

	FY18 Enrollment	FY18 Completions	FY19 Enrollment	FY19 Completions
<b>Earned Release Program (T4C &amp; CBI-SA)</b>	<b>630</b>	<b>572</b>	<b>687</b>	<b>604</b>
<b>Anger Management</b>	<b>150</b>	<b>146</b>	<b>174</b>	<b>159</b>
<b>Domestic Violence</b>	<b>20</b>	<b>10</b>	<b>20</b>	<b>18</b>
<b>CBI-EMP</b>	<b>285</b>	<b>263</b>	<b>290</b>	<b>285</b>
<b>Epictetus</b>	<b>280</b>	<b>275</b>	<b>357</b>	<b>332</b>
<b>General Social Skills</b>	<b>425</b>	<b>414</b>	<b>493</b>	<b>416</b>
<b>Pre-Treatment</b>	<b>20</b>	<b>20</b>	<b>10</b>	<b>10</b>

Due to the length of the Earned Release Program, inmates may not complete program in the same fiscal year that they enroll.

**ERP Community Service** - As part of the Earned Release Program, inmates assist with community service projects. The projects include a wide range of duties working with non-profit organizations. This provides the inmates an opportunity to give back to the community while they are still incarcerated.

CVCTF inmates supported the community through a number of endeavors.

- Adopt-a-Highway Chippewa County Highway Department-Highway 178
- Chippewa Falls, The Past Passed Here – setup
- Chippewa Valley Rail Road at Carson Park- track work
- Fierce Freedom – Human Trafficking awareness event set up
- Irvine Park – putting up and taking down holiday lights
- Jim Falls Lion’s Club Sturgeon Fest – set up and clean up
- McDonnell Catholic Central High School – cleaning and painting

## PROGRAM RELATED ACTIVITIES

CVCTF staff and inmates recognize National Crime Victims’ Rights week in April, Recovery month in September, Domestic Violence Awareness Month in October, and the Great American Smoke Out in November. CVCTF participates in activities such as Silent Walk, Recovery Olympics, and hosting guest speakers. Yoga and meditation groups are offered to inmates on a weekly basis to assist with developing healthy coping skills. Inmates can attend weekly Alcoholic Anonymous and Narcotics Anonymous meetings which are held on-site and are led by community volunteers.

## STAFFING AND DEPARTMENTS

<p><b>Warden’s Office</b>  Warden (1)  Deputy Warden (1)  Secretary – Confidential (1)  Institution Complaint Examiner (1)  <b>Security</b>  Security Director (1)  Captains (5) – includes (1) Admin. Captain  Lieutenants (2)  Program Assistant – Confidential (1)  Sergeants (28)  Officers (54)  <b>Management Services</b>  Correctional Management Services Director (1)  Office Operations Associate (1)  Financial Program Supervisor (1)  Financial Specialist – Advanced (1)  Financial Specialist - Senior (1)  Financial Specialist (1)  Buildings &amp; Grounds Superintendent (1)  Facilities Repair Worker – Advanced (1)  Facilities Maintenance Specialist – Advanced (2)  Electronics Technician Security – Senior (1)  HVAC/ Refrigeration Specialist – Advanced (1)  Food Service Administrator (1)  Corrections Food Service Leader 3 (1)  Corrections Food Service Leader 2 (4.5)  <b>Human Resources (DOA-DPM)</b>  Human Resources Director (1)  Payroll &amp; Benefits Specialist – Confidential (1)</p>	<p><b>Psychological Services Unit</b>  Psychologist Supervisor (1)  Psychologist-Licensed (1)  <b>Health Services Unit</b>  Nursing Supervisor (1)  Medical Program Assistant – Associate (1)  Nurse Clinician 2 (3.70)  Misc. staff employed by the Bureau of Health Services (i.e. Physician, Dentist, Dental Assistant, LTE Psychiatrist, LTE Physical Therapist)  <b>Program Services</b>  Corrections Program Supervisor (3)  AODA Social Workers (20)  General Population Social Workers (1)  Treatment Specialist 2 (1)  Treatment Specialist 1 (13)  Chaplain (1)  Librarian (1)  Office Operations Associate (1)  <b>Records</b>  Offender Records Supervisor (1)  Sentencing Associate - Senior (1)  LTE Offender Records Associate (1)  <b>Education</b>  Teacher (1)  Physician (1)  Licensed Practical Nurse(1)</p>
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### INTERNSHIP

CVCTF has worked closely with the area colleges and technical colleges to offer student internships in various areas. As a treatment facility, the emphasis has been in the field of AODA. CVCTF offers clinical AODA internships as well as Social Work internships that provide orientation and exposure to correctional methodology with a focus on the 12 core functions as they apply to treatment modalities, social work practice and ethical responsibility with hands-on experience in a treatment setting under staff supervision.

## VOLUNTEERS

Volunteers play an important role in helping provide opportunities and resources to the inmate population. Volunteers complete an orientation process prior to working with inmates. CVCTF has volunteers in the following areas: Chapel, Programs, Reentry, and Education.

## CHAPEL

In FY19, the Chapel offered several different services, studies and activities in the Chapel for inmates with Catholic, Eastern, Islamic, Jewish, Native American, Pagan, Humanist/Atheist/Agnostic, and Protestant/Christian religious beliefs. The Chapel continues to receive donations which contribute to update the growing religious media center and library. The Chapel has two inmate clerks and several inmate volunteers who assist the Chaplain. A most valuable asset to the Chapel is the dedication of our active volunteers, presently numbering about forty.

This year, inmates have enjoyed special performances by Alan Atwood in a play entitled “The Heart of God” and prison minister/musician CJ Orndorff, as part of the “TBN 2nd Chance: Restoring Hope to Inmates” national prison tour.



CVCTF’s religious programming continues to offer Annual Religious Celebratory Meals /Observances to the recognized religious groups. As an example, inmates may participate in fasts such as Ramadan or Yom Kippur, as well as celebratory meals such as Ghost Feast, Samhain, Eid-Al-Fitr, or Passover.

In 2018, the Chapel once again facilitated inmates’ participation in The Prison Fellowship “Angel Tree” Program and The Salvation Army’s “Christmas Toy Project”. Each of these organizations allows incarcerated fathers to send gifts to their children through the generosity of others, at no charge to themselves. The Chapel also provides greeting cards to inmates, for the purpose of encouraging pro-social communication with their family and community members.

Recognizing the decline of the monarch population, eight men learned about the monarch life-cycle and served on the Metamorphosis Team, planting milkweed in 2 raised garden beds. In addition to finding monarch eggs and caterpillars, feeding them by harvesting milkweed and keeping the butterfly cage clean, the men recorded the progress of each insect. They raised nearly 140 butterflies from June through September; tagging about 40 of those expected to fly to Mexico during the month of September, for monarchwatch.org. Similar to last year, staff and friends also raised monarchs, bringing our total impact to about 930 monarchs raised this summer. CVCTF men were fascinated watching caterpillars become chrysalises and butterflies emerging from them, as they passed by the monarch cage on their way to the recreation field. The experience was good for morale, increased environmental understanding, encouraged pro-social behavior and was used as an object lesson for the metamorphosis (change) men need to make in order to live without drugs and alcohol.



## SECURITY

The mission of the Security Department is to protect the public, staff, inmates, and property of Chippewa Valley Correctional Treatment Facility. Security, in coordination with programming staff, is responsible for scheduling volunteer work crews for non-profit community organizations. CVCTF Security personnel are responsible for the day to day operation of the facility to include: Inmate housing and living conditions, movement and transportation of inmates, receiving and processing of inmate mail and property, supervising inmate work details, scheduling and supervision of community service projects, coordinating with program staff to assist inmates in obtaining necessary documentation: such as driver's licenses, social security cards, birth certificates, and handling any medical or security emergencies.

	<b>Conduct Reports</b>	<b>Appeals</b>
<b>Major</b>	<b>165</b>	<b>7</b>
<b>Minor</b>	<b>262</b>	<b>1</b>

## RECORDS

The CVCTF Records Office has two staff members, an Offender Records Supervisor and a Sentencing Associate - Senior, that are responsible for all aspects of an institution Records Office. The CVCTF Records Office is also responsible for reviewing inmates for proper placement in ERP as well as preparing, mailing, and tracking the ERP documents that are sent to the Court. The sentencing court is notified when an inmate completes ERP, at which time the sentence is modified to allow release on extended supervision. Once CVCTF receives the signed amended Judgement of Conviction, the Records Office coordinates the release of the inmate within 6 business days.

- 697 Inmate Transfers In
- 43 Inmate Transfers Out
- 596 Inmate Releases due to ERP completion

## BUSINESS OFFICE

The Business Office provides services to both staff and inmates. These services include inmate accounts, inmate payroll, accounts payable, accounts receivable, travel reimbursement, procurement, fiscal duties, and support for the warehouse and canteen. In addition to the above services, the Business Office also coordinates various inmate sales including: Pizza Sales, Girl Scout Cookies, and Holiday Food Packages.

## FOOD SERVICE

Food Service at CVCTF operates from 5:30 am – 7:30 pm daily.

This year CVCTF continued to work with the WI DOC consolidated menus, WI DOC food purchasing contracts, and allowed opportunity buys to facilitate cost savings associated with volume food purchasing. Food and supplies are delivered weekly to CVCTF. Meal service is provided from a centralized tray line in the main kitchen. Approximately 540 meals set up in 40 minutes three times daily. Trays are distributed in unit serveries on each living unit wing.

In the past year, CVCTF food service provided 552,768 meals to offenders and staff, at an average of \$0.98 per meal, which exceeded the department goal of \$1.06 per meal. The food service operations at CVCTF consists of



one food service administrator, one correctional food service leader 3, four correctional food service leader 2's, one part time food service leader 2, and 49 offender workers.

Accomplishments in the past year include providing nutritious meals for the inmates and staff at CVCTF, and working with the facility staff to assure the inmates employed by food service developed work skills and were allowed to receive the programming they need for successful re-entry following release. This year our garden



provided us with 15,994 pounds of produce incorporated into the facility's menus reducing our food cost by approximately \$7,560.00. We also grew 180 mini pumpkins which were distributed to children visiting family members housed at CVCTF. We donated 300 pounds of produce and 12 pumpkins to our neighboring State agencies, Northern Wisconsin Center for the Developmentally Disabled and The Veterans Assistance Center.

Plans for the coming year include continuing to provide inmates with meaningful work and lifelong job skills for re-entry, expanding our menu to offer new menu items, and working on maintaining our cost per meal. We will continue to provide the institution population with information on healthy eating patterns in an effort to improve the health and quality of life for our population.

## MAINTENANCE

The Maintenance Department consists of six maintenance staff and up to twenty-two inmate worker positions. These inmate workers assist maintenance staff with completing repair work orders. Under the supervision of maintenance staff, they also perform carpentry, plumbing and electrical repairs as well as preventative maintenance on grounds-keeping and recreational equipment. The maintenance department coordinated the completion of several significant Buildings and Grounds projects.

## HEALTH SERVICES UNIT

The Health Services Unit at CVCTF is primarily an outpatient treatment clinic, which treats both acute and chronically ill inmates. Treatment is available from 6:00 a.m. until 8:00 p.m., Monday through Friday. After hours and weekend on-call coverage is provided by the nursing staff. The Health Services Unit has a half-time physician, one part-time, and three full-time registered nurses. Support services are provided by a full-time medical program assistant. The dental services consist of a half-time dentist, a half-time dental assistant, and a part-time dental hygienist. Additional ancillary providers include an LTE physical therapist and psychiatrist. The health services unit is managed by a full-time Health Services Unit Manager.

## PSYCHOLOGICAL SERVICES UNIT

In addition, the Psychological Services department is housed within the Health Services Unit at CVCTF and consists of a Psychologist Supervisor and a licensed psychologist. They provide assessment and treatment to male offenders who have mental health issues in addition to their AODA treatment needs with an average of 40 face to face contacts a week. Psychological Services staff members also provide staff consultation and training on an as needed basis.

## LIBRARY

The CVCTF Library serves approximately 550 inmates and staff, and is open Monday through Friday, with evening hours on Thursdays. In FY19, 445 items, including magazines, books and audio-visual materials, were added to the collection, 465 items were withdrawn, giving a total collection of 12,323 items. Six hundred seventy-five new library users were added and 682 users were deleted, leaving 500 current inmate users. There were 13,941 visits to the library by inmates, 19,087 items circulated; 1457 photocopies were made for inmates during this time.

CVCTF started providing Inter-Library Loan services in the fall of 2014. In FY19, there were 743 items requested, 762 items received, and 169 items sent out to other libraries.

Three computers in the library allow the inmates to access LexisNexis and the court websites on the Offender Technological Integrated Services (OTIS) network, and two computers are still connected to the Education Network (EdNet) for word processing and access to the JobCenter website. In FY19, 675 EdNet accounts were created or transferred and 682 were deleted due to releases and transfers, leaving 500 active accounts at the end of June.

## COMPUTER LAB/EDUCATION

The CVCTF Computer Lab is a resource available to all inmates. The primary focus is to assist students in their GED study. Inmates can participate in group classes or individual tutor sessions to help them improve their skills. In FY19, over 65 GED-Ready exams and 182 GED exams were proctored. Of the GED exams taken, students passed at a rate of 76%. Twenty inmates received their HSED's and 9 inmates earned their GED. The testing duties are shared between three staff members, with the Librarian as Chief Examiner.

Another function of the Computer Lab is to provide a way for inmates to prepare for Reentry. They are able to search for information on jobs across the State of Wisconsin. The DOC provides access to JobNet for this purpose. The inmates are allowed computer access to prepare cover letters, resumes and other employment-related documents. Some plan to pursue further education when they leave here. The catalogs for the technical schools in the WTCS system are available for students to use in planning their future.

The computer lab has an open door policy. The door is open to anyone who wishes to learn something academic. Many inmates stop down to brush up on their typing abilities, or to learn about new products and technologies by watching TED Talks videos on the computer. Some work at tackling a wide variety of math problems, to help prepare for work. The computer lab is a quiet place to work, with a strong focus on personal improvement.

## INMATE COMPLAINTS

The Inmate Complaint Review System offers inmates a method of having their grievances known and investigated in a formal and confidential manner. Wisconsin Administrative Code 310 dictates the structure and process for this system. The Institution Complaint Examiner (ICE), under the supervision of the Warden, investigates a wide range of issues which affect institution environment.

Litigation which is filed against the institution or staff is handled by the ICE at CVCTF. The Complaint Examiner responds to court orders in conjunction with the Office of Legal Counsel, WI Department of Justice, and Attorney General Josh Kaul.

The CVCTF Complaint Department processed 221 complaint submissions during Fiscal Year 2019:

- 103 complaints accepted and assigned a number
- 118 submissions returned in accordance with DOC 310
- Total monetary reimbursements this fiscal year: \$32.00

Summary of Complaints Answered	
Complaints Affirmed	3
Complaints Dismissed	76
Complaints Rejected	24

## INSTITUTION COORDINATORS

Institution Primary Phone Number                      **715-720-2850**

**Americans with Disabilities Act (ADA)** - Chippewa Valley Correctional Treatment Facility is committed to assuring compliance with the Americans with Disabilities Act and has been identified as a handicap accessible facility.

Kimberly Lampman, Institution Complaint Examiner  
Marci Wittek, Correctional Management Services Director

**Limited English Proficiency (LEP)** - The Wisconsin Department of Corrections' Executive Directive 71 requires it to take reasonable steps to meet the needs of offenders whose primary language is not English.

Allison Hagen, Treatment Specialist

**Correctional Offender Management Profiling for Alternative Sanctions (COMPAS)** - COMPAS is an actuarial assessment tool being used with other evidence based practices with the goal of reducing recidivism.

Aaron Heitman, Program Supervisor

**Prison Rape Elimination Act (PREA)** - The Federal Prison Rape Elimination Act (PREA) of 2003 was enacted to address the problem of sexual abuse and assault in correctional facilities.

Jason Wunderlich, Security Director  
Marci Wittek, Correctional Management Services Director

## ACRONYMS

ADA – Americans with Disabilities Act

AODA – Alcohol and Other Drug Abuse

CBI-EMP – Cognitive Behavioral Interventions for Offenders Seeking Employment

CBI-SA – Cognitive Based Interventions for Substance Abuse

COMPAS – Correctional Offender Management Profiling for Alternative Sanctions

CVCTF – Chippewa Valley Correctional Treatment Facility

DAI – Division of Adult Institutions

DNA – Deoxyribonucleic acid

DOA – Department of Administration

DOC – Department of Corrections

DPM – Division of Personnel Management

EdNet – Education Network

EMR – Electronic Medical Records

ERP – Earned Release Program

FY19 – Fiscal Year 2019

GED – General Equivalency Diploma

HSED – High School Equivalency Diploma

HVAC – Heating, Ventilation and Air Conditioning

ICE – Institution Complaint Examiner

LEP – Limited English Proficiency

LTE – Limited Term Employment

OTIS – Offender Technological Integrated Services

PREA – Prison Rape Elimination Act

TABE – Test of Adult Basic Education

T4C – Thinking for a Change

WI – Wisconsin