

Chippewa Valley Correctional Treatment Facility



Annual Report

Fiscal Year 2023

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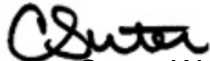
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Message from the Warden and Deputy Warden

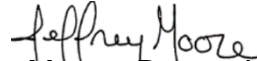
Welcome to the Chippewa Valley Correctional Treatment Facility Annual Report for Fiscal Year 2023 covering July 1, 2022, through June 30, 2023. The annual report allows us an opportunity to reflect on the recent year and plan for the future.

I want to thank the staff for their ongoing commitment, teamwork, and willingness to demonstrate flexibility during times of unprecedented vacancy levels across the Department of Corrections, as well as throughout the facility. Recruitment efforts were of utmost importance with increased focus on attending career fairs, local events, and engaging with students in related fields of study. Changes were made to increase alternative schedule options in order to offer the opportunity for better work-life balance. Even through staffing challenges, CVCTF consistently provided quality programmatic, employment, educational, and an array of other reentry-related services and resources to persons in our care.

I am honored to be a part of such an incredible team, and am proud to present this report on behalf of all of those who have contributed to the success of this facility.



Christine Suter, Warden



Jeffrey Moore, Deputy Warden

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 PIOC in the area of substance abuse and related issues, preparing them for reintegration to their respective communities.

Fast Facts

| | |
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| Date Facility Opened: | April 2004 |
| Security Level: | Minimum |
| Operating Capacity: | 450 |
| Current Population as of 06/30/23: | 411 |
| Staff: | 167 |
| Inmate to Staff Ratio: | 2.46 |
| Number of Acres: | 48 |
| Operating Budget: | \$19,126,152.92 |

Chippewa Valley Correctional Treatment Facility was originally constructed as part of the Northern Colony (later Northern Wisconsin Center). 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 Alcohol and Other Drug Abuse (AODA) treatment facility. In March of 2004, it was renamed Chippewa Valley Correctional Treatment Facility.

The programs offered at CVCTF have changed and evolved throughout its history as a treatment facility. The Earned Release Program was added to the programs offered at CVCTF in December of 2007.

FY23 Facility Accomplishments

- CVCTF collected and donated 75 pounds of food that was donated to Family Resource Center of Eau Claire
- Donated meat and cheese trays to the local veterans on Veteran’s Day
- Donated \$1,000 to Fierce Freedom
- CVCTF donated \$579.21 to Hope Village Tiny Homes
- Upgraded HVAC in the Administrative building
- A barn adjacent to the facility was acquired in July of 2023
- New LED lights and housing was installed in April of 2023
- Installed a new TV antenna to amplify service
- ADA compliant fountains installed throughout the facility
- Replaced recreation equipment
- Provided 70 handheld radios (Kenwood) and training to staff
- Smiths Detection IONSCAN was purchased to help combat the influx of illegal substances coming into the institutions
- Installed cameras in laundry room, indoor recreation hallway, body scanner room, exterior (parking lot/perimeter road), and two new export stations
- A new full body scanner (Soter RS) was installed in Intake
- Expansion of video visitation (26 viewing stations, 2 per wing, 1 mobile)
- CVCTF social worker Kari Ives was a SALUTE runner up
- Can Do Canines – CVCTF fostered six litters, for a total of 41 puppies
- CVCTF teacher Lori Koenig was named the 2023 Correctional Education Association (CEA) Region III Teacher of the Year
- A Walk-in freezer was ordered and installed for the kitchen

Program Completions – Earned Release Program

Earned Release Program is provided pursuant to Wisconsin State Statutes, Sec. 302.05. This is referred to as the Wisconsin Substance Abuse Program. Eligibility for ERP is determined by the judge during sentencing. Through the Earned Release Program, participants complete a core curriculum of cognitive-based behavioral programming; Cognitive Behavioral Interventions for Substance Use – Adult and Thinking for a Change. Participants may also complete ancillary treatment programs such as: Anger Management, Cognitive Behavioral Interventions – Employment Adult, Epictetus, and Social Skills. Treatment groups are assigned based on individual assessment.

The completion numbers reflect the total number of individuals that completed ERP and had their paperwork sent to the court for an Amended Judgement of Conviction. Due to the length of the program, an individual may enroll in the program during one fiscal year and complete the program during the following fiscal year. Individuals may not complete ERP for a number of reasons including disciplinary reasons, or pending changes that may make them inappropriate for continued participation in the program.

| | |
|-------------|-----|
| Enrollments | 475 |
| Completions | 446 |

Chippewa Valley Correctional Treatment Facility has provided a 20-week moderate/high risk Earned Release Program since 2016. CVCTF also provides a 12-week Earned Release Program, which focuses on substance use disorder for low risk individuals.

- Of the 475 enrolled, 55 were in the 12 Week Program
- Of the 446 Completions, 41 were in the 12 Week Program

Program Related Activities

CVCTF employees and PIOC recognize National Crime Victims' Rights week in April, Recovery month in September, and Domestic Violence Awareness month in October. The Courage to Remain Nicotine Free has been offered on a recurring basis. Alcoholic Anonymous meetings were offered on a weekly basis and held on-site by community volunteers. Yoga is offered on each floor three days per week.

The Literacy Link – Father Read program started the beginning of this 2023. The statistics we have gathered as of the end of June 2023.

- 34 different PIOC have been recorded reading a children's book
- 58 different children have received a video and book

Staffing and Departments

Internships

CVCTF continues to work with area universities and technical colleges to offer student internships in various areas. As a treatment facility, the emphasis has been in the field of Substance Use Disorders. Substance Use Disorder counseling internships provide orientation and exposure to correctional methodology with a focus on the twelve core functions, as they apply to treatment modalities. Social Work internships provide students opportunities for social work practice and ethical responsibility with hands-on experience in a correctional treatment setting under staff supervision. There were nine internship placements at CVCTF in FY23.

Volunteers

Volunteers play an important role in helping provide opportunities and resources to PIOC. Volunteers complete an orientation process prior to working with individuals on-site. CVCTF has volunteers in the following areas: Chapel, Programs, Reentry, and Education.

| | |
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| <p>Warden's Office Warden (1) Deputy Warden (1) Secretary – Confidential (1) Institution Complaint Examiner (1) Security Security Director (1) Captains (5) Lieutenants (2) Sergeants (28) Officers (54) LTE Officers (4) Program Assistant – Confidential (1) Management Services Correctional Management Services Director (1) Office Operations Associate (.75) Financial Program Supervisor (1) Financial Specialist – Advanced (1) Financial Specialist - Senior (1) Financial Specialist (1) Buildings & 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 (4.75) Human Resources (DOA-DPM) Human Resources Director (1) Payroll & Benefits Specialist – Confidential (1)</p> | <p>Psychological Services Unit Psychologist Supervisor (1) Psychologist-Licensed (1) Health Services Unit 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) Contracted/Agency Staff (Bureau of Health Services) (i.e. Physician, Licensed Practical Nurse) Program Services Corrections Program Supervisor (3) Substance Use Disorder Social Workers (18) General Population Social Workers (1) Treatment Specialist 1 (15) Treatment Specialist 2 (1) Chaplain (1) Librarian (1) Office Operations Associate (1) Records Offender Records Supervisor (1) Corrections Sentencing Associate (2) Education Teacher (1)</p> |
|---|--|

Chapel

In FY23, the Chapel offers services, studies, and activities for PIOC with Catholic, Eastern, Islamic, Jewish, Native American, Pagan, Humanist/Atheist/Agnostic, and Protestant/Christian religious beliefs.

CVCTF's religious programming continues to offer Religious Celebratory Meals/Observances to the recognized religious groups.

In 2023, the Chapel facilitated participation in The Prison Fellowship "Angel Tree" Program. This organization allows fathers who are incarcerated to send gifts to their children through the generosity of others, at no charge to themselves. The Chapel also provided greeting cards to PIOC for the purpose of encouraging pro-social communication with their family and community members.

The Chapel organizes the Metamorphosis Team. Recognizing the decline of the monarch population, PIOC on the team learn about the monarch life-cycle and tend milkweed in raised garden beds. The team cares for monarch eggs and caterpillars. They harvest milkweed to feed the caterpillars and keep the butterfly cage clean, while recording the progress of each insect. Monarchs are released back into the world with the aim of helping facilitate the growth of the monarch population.

Records

CVCTF Records Office has three staff members, an Offender Records Supervisor and two Corrections Sentencing Associates that are responsible for all aspects of an institution Records Office. The CVCTF Records Office reviews PIOC 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 individual 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 PIOC within six business days.

- 553 PIOC Transfers In
- 81 PIOC Transfers Out
- 475 PIOC Releases

Security

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

| | Conduct Reports | Appeals |
|-------|-----------------|---------|
| Major | 102 | 13 |
| Minor | 239 | 16 |

Business Office

The Business Office provides services to both staff and PIOC. These services include PIOC accounts, 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 sales to PIOC including: pizza sales, Girl Scout cookies, and holiday food packages.

| Total Money Collected in FY23: | |
|---------------------------------------|-------------|
| Victim/Witness | \$13,161.54 |
| DNA | \$24,982.71 |
| Medical Co-Payments | \$4,545.00 |
| Child Support | \$25,797.72 |
| Court Ordered Obligations | \$40,360.54 |
| Institution Restitution | \$2,264.53 |
| Restitution | \$56,886.02 |
| Work Release Room and Board | \$10,414.06 |
| Work Release Transportation | \$5,599.52 |

| Average Bi-weekly Canteen Sales: | |
|---|-------------|
| Number of Orders | 301 |
| Number of Items Sold | 12,589 |
| Dollar Amount Sold | \$16,353.48 |

Food Service

The food service operations at CVCTF consists of a Food Service Administrator, Correctional Food Service Leader 3, four Correctional Food Service Leader 2, a part-time Food Service Leader 2, and 55 PIOC workers. Five ServSafe certifications were completed by staff in FY23.

In the past year CVCTF food service provided 476,325 meals to PIOC and staff, at an average cost of \$1.41 per meal. The increase in population, shortages from our suppliers, substitutions of higher cost of food and spices, and inflation contributed to the increase of our cost per meal.

Last year, our garden wasn't as productive as in the past, but we did raise over 1,500 pounds of produce that was incorporated into the facility's menus. Some of the vegetables and herbs that were not able to be used immediately were frozen for later use.

Maintenance

The Maintenance Department consists of six staff and up to twenty-two worker positions. These workers are hired from the current population and 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 projects that were completed in FY23 are: remodeled fourth floor shower rooms, installed new procedure chairs in dental area, remodeled the cardiology room, and the lower level parking lot was repaved and sloped to be ADA compliant. This included new sidewalks and handrails.

Health Services Unit

The Health Services Unit at CVCTF is primarily an outpatient treatment clinic, which treats both acute and chronically ill PIOC. Treatment is available from 6:00 AM to 6:00 PM, Monday through Friday. After hours and weekend on-call coverage is provided by the nursing staff. The Health Services Unit has a part-time physician, one part-time, and three full-time registered nurses. In addition, the Health Services Unit has a full-time agency Registered Nurse for the medication room. Support services are provided by a full-time medical program assistant. The dental services consist of a full-time dentist and a full-time dental assistant. Additional ancillary providers include an LTE physical therapist and psychiatrist. The psychiatrist works remotely and conducts tele-visit appointments with PIOC. The health services unit is managed by a fulltime Health Services Unit Manager.

Psychological Services Unit

The Psychological Service unit is housed within the Health Service Unit which enhances collaboration between the two units. The Psychological Services unit consists of a Psychologist Supervisor and a Licensed Psychologist. The Psychologist Supervisor also provides administrative and clinical services at the Stanley Correctional Institute on average two days a week due to a vacancy at that institution.

The Psychological Services unit provides a variety of clinical services, including psychological assessment and treatment to the PIOC. These services include clinical monitoring of individuals who have a history of psychological concerns, individual psychotherapy, psychological and neuropsychological assessment, and referrals to other services such as psychiatry. The Psychological Services Unit also collaborates with other departments, including security consultations, providing requested feedback to treatment providers, as needed, in regard to PIOC mental health/behavioral concerns, and collaborating with medical staff/psychiatry. In the spirit of collaboration, the Psychological Services unit also leads the weekly Multidisciplinary Team, which includes staff from Psychological Services unit, treatment providers, Nursing, Psychiatry, and Security.

Library

The Phoenix Academy library at CVCTF is open to PIOC five days a week, all year round. Throughout FY23, the library saw an average of 908 patron visits each month. The library provides a variety of materials with books, magazines and newspapers being the most popular. Over 15,000 books were checked out in FY23. An array of legal resources is available, including OTIS computers which provide access to West Law and the court websites. PIOC are able to perform legal research, generate court related documents, and to obtain photocopies.

Education/Computer Lab

The Phoenix Academy School and Computer Lab is a resource available to all PIOC. The primary focus is to assist students in their GED study. Individuals can participate in group classes or individual tutor sessions to help them improve their skills. In FY23, over 125 GED Ready exams and 107 GED exams were proctored. Of the GED exams taken, the students passed at a rate of 76%. Twenty-six PIOC received either their GED or HSED credential.

Another function of the Computer Lab is to provide a way to prepare for reentry. Individuals are able to search for information for jobs across the State of Wisconsin on JobNet, access information about continuing education opportunities, participate in a self-paced basic computer course, brush up on their typing abilities, or explore a wide variety of areas of interest. The computer lab is a quiet place to work, with a strong focus on personal improvement.

Job Center

In coordination with the Reentry Unit and the Department of Workforce Development, CVCTF operates an on-site Job Center. PIOC nearing release are able to utilize the Job Center, create resumes, gain interviewing skills and search for employment in their areas of release.

Participants have opportunities for direct phone calls and email communication to employers, as coordinated by staff. In addition to our local staff, we also have staff from DWD and CCEP on site each week to assist.

During fiscal year 2023 there were 273 PIOC who utilized the CVCTF job center. Virtual interviews were completed, resulting in accepted job offers prior to release.

PIOC Complaints

The CVCTF Complaint Department processed 197 complaint submissions during Fiscal Year 2023:

- 83 complaints accepted and assigned a number
- 158 submissions returned in accordance with DOC 310
- Total monetary reimbursements this fiscal year: \$7.50

Summary of Complaints Answered

- Complaints Affirmed: 3
- Complaints Dismissed: 55
- Complaints Rejected: 25

Community Relations Board

The Community Relations Board (CRB) serves as a forum for providing the public information and promoting positive communication regarding areas of mutual interest and concern between the correctional facility and the community in which it is located. The board meets up to two times per year or when needed as concerns arise.

Facility Coordinators

Institution Primary Phone Number: 715-720-2850

Americans with Disabilities Act - 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.

*K. Lampman, Institution Complaint Examiner
S. Pelehowski, 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.

*A. Hagen, Treatment Specialist
K. Lampman, Institution Complaint Examiner*

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.

*K. Johnson, Social Worker
A. Heitman, Corrections 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.

*J. Wunderlich, Security Director
K. Eslinger, Supervising Officer II*

Acronyms

AODA – Alcohol and Other Drug Abuse
CCEP – Community Corrections Employment Program
CVCTF – Chippewa Valley Correctional Treatment Facility
DNA – Deoxyribonucleic acid
DOA – Department of Administration
DOC – Department of Corrections
DPM – Division of Personnel Management
DWD – Department of Workforce Development
ERP – Earned Release Program
FY23 – Fiscal Year 2023
GED – General Equivalency Diploma
HVAC – Heating, Ventilation and Air Conditioning
LEP – Limited English Proficiency
LTE – Limited Term Employment
OTIS – Offender Technological Integrated Services
PIOC – Persons In Our Care
PREA – Prison Rape Elimination Act
WI – Wisconsin