

Chippewa Valley Correctional Treatment Facility



Annual Report

Fiscal Year 2021

July 1, 2020 to June 30, 2021

Table of Contents

Message from the Warden.....	2
DOC Mission Statement	2
CVCTF Purpose Statement.....	2
Fast Facts	3
FY21 Facility Accomplishments	3
Program Completions – Earned Release Program	4
Program Related Activities	4
Staffing and Departments	5
Internship	5
Volunteers	5
Chapel.....	6
Records.....	6
Security.....	6
Business Office	7
Food Service	7
Maintenance.....	8
Health Services Unit	8
Psychological Services Unit	8
Library.....	9
Education/ Computer Lab	9
Job Center.....	10
Inmate Complaints	10
Community Relations Board.....	10
Facility Coordinators.....	11
Acronyms.....	12

Message from the Warden

I would like to express my appreciation for the employees at Chippewa Valley Correctional Treatment Facility (CVCTF) and throughout the Department of Corrections for their efforts. The CVCTF staff continue to set the positive tone and foster the positive culture that is within the facility. This tone transcends to the persons in our care, community and the State of Wisconsin. I am very proud of the correctional professionals at CVCTF as they continue to exhibit flexibility, creativity and ingenuity especially during this year's mitigation efforts. CVCTF continued to provide the Earned Release Program with some adjustments. In true CVCTF fashion, staff stepped up to the challenge and assisted each other and other departments during the pandemic and for this I am grateful.

Throughout Fiscal Year 2021, the daily population at CVCTF was reduced due to overall pandemic issues within the state in where we had a substantially lower population count from our capacity of 505 men. The lowered population count presented an opportunity to complete some work on the housing unit wings to include a more operable and upgraded servery area.

As warden of the CVCTF, I am pleased to present this year's annual report. This annual report gives us an opportunity to look back at the fiscal year and revisit the accomplishments. The past year has presented a number of challenges as we continue to mitigate and deal with the COVID-19 pandemic. Throughout this report, we have tried to include information about how facility operations or services were modified to follow health and safety guidance.

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



Fast Facts

Date Facility Opened:	April 2004
Security Level:	Minimum
Operating Capacity:	450
Current Population as of 06/25/21:	347
Staff:	167
Inmate to Staff Ratio:	2.08
Number of Acres:	48
Operating Budget:	\$ 16,702,913.12

Chippewa Valley Correctional Treatment Facility was originally constructed as part of the then 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.

FY21 Facility Accomplishments

- The CVCTF Job Center officially opened on March 15, 2021, in coordination with the Reentry Unit and the Department of Workforce Development.
- CVCTF started offering a four-week Anxiety Group on March 22, 2021. It is facilitated by CVCTF psychologists and is based on Cognitive Behavioral Therapy principles with a focus on psychoeducation and coping strategies.
- L.E. Phillips Career Development Center Chippewa County Outreach Office was selected as one of the recipients of a donation from the proceeds of pizza fundraisers. They received a \$250.00 check to support their work with homeless prevention.
- Legacy Community Center Food Pantry for the homeless was also selected to receive a donation from the proceeds of pizza fundraisers in the amount of \$250.00.
- Holiday Food Package Sales resulted in a donation to Jason’s Presents in the amount of \$124.97.
- Staff collected gifts to be distributed by the Family Support Center (domestic violence advocacy center) to families that they work with. Staff also collected donations of games, clothing, and personal hygiene items for Klein Hall.
- Individuals leaving CVCTF also donated items to Klein Hall and Hope Gospel Mission. Some of the items donated included: clothing, electronics, extension cords, fans, food items (new), and hygiene items (new).

- Thanks to a collaboration with the Aging and Disability Resource Center (ADRC) of Chippewa and Dunn Counties, CVCTF was awarded an Innovation Award from the State Department of Health. The CVCTF Crochet Project donated blankets to ADRC to be used for fidget blankets. In the photo, the blankets were crocheted by persons in our care, and staff added the fidget items. The blankets are intended to be distributed to persons with dementia.



Program Completions – Earned Release Program

Earned Release Program (ERP) 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. Participants may also complete ancillary treatment programs such as: Anger Management, Cognitive Behavioral Interventions for Substance Abuse, Domestic Violence, Employability, Epictetus, Social Skills and Thinking for a Change. Treatment groups are assigned based on each participant’s individual assessment.

Several factors had an impact on program completion numbers this year. During the pandemic, programming was modified to accommodate social distancing. This also reduced the ability to offer all of the ancillary treatment programs on a regular basis. 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 Earned Release Program.

Enrollments	620
Completions	602

The Wisconsin Court of Appeals issued a decision on *State v. Gramza*, Appeal No. 2020AP100-CR on November 10, 2020. The decision impacted persons in our care that were in ERP or waiting to complete ERP that had not served their full mandatory minimum confinement sentence.

Chippewa Valley Correctional Treatment Facility has provided a 20-week Earned Release Program since 2016. However, in July of 2020, CVCTF also began providing a 12-week Earned Release Program, which focuses on substance use disorder for low risk.

Program Related Activities

CVCTF employees and persons in our care 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. The Courage to Remain Nicotine Free has been offered on a recurring basis. Alcoholic Anonymous and Narcotics Anonymous meetings were offered virtually.

CVCTF also offers a Fathers Sharing Books. This four-week educational class encourages literacy and rebuilding parent-child relationships.

Royal Credit Union (RCU) had been providing a series of financial presentations to persons in our care to provide information and answer questions about budgeting and re-establishing credit. Due to a grant that they received, RCU was able to supply a camera and microphone to begin offering virtual presentations. From February 2021-June 2021, 59 individuals were able to attend these presentations.

Staffing and Departments

<p>Warden's Office Warden (1) Deputy Warden (1) Secretary – Confidential (1) Institution Complaint Examiner (1)</p> <p>Security Security Director (1) Captains (5) – includes (1) Admin. Captain Lieutenants (2) Sergeants (28) Officers (54) Program Assistant – Confidential (1)</p> <p>Management Services 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 & 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)</p> <p>Human Resources (DOA-DPM) Human Resources Director (1) Payroll & Benefits Specialist – Confidential (1)</p>	<p>Psychological Services Unit Psychologist Supervisor (1) Psychologist-Licensed (1)</p> <p>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)</p> <p>Program Services Corrections Program Supervisor (3) Substance Use Disorder Social Workers (20) General Population Social Workers (1) Treatment Specialist 1 (13) Treatment Specialist 2 (1) Chaplain (1) Librarian (1) Office Operations Associate (1)</p> <p>Records Offender Records Supervisor (1) Corrections Sentencing Associate - Senior (1) Offender Records Associate (1)</p> <p>Education Teacher (1)</p>
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Internship

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. CVCTF offers clinical Substance Use Disorder counseling 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 persons in our care. Volunteers complete an orientation process prior to working with individuals on-site. Due to the coronavirus pandemic, in-person volunteer visits were suspended throughout the year.

Chapel

In FY21, the Chapel offered several different services, studies and activities in the Chapel for persons in our care with Catholic, Eastern, Islamic, Jewish, Native American, Pagan, Humanist/Atheist/Agnostic, and Protestant/Christian religious beliefs.

CVCTF's religious programming continues to offer Annual Religious Celebratory Meals /Observances to the recognized religious groups. As an example, individuals 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 2020, the Chapel once again 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 provides greeting cards to persons in our care, for the purpose of encouraging pro-social communication with their family and community members.

The Chapel also organizes the Metamorphosis Team. Recognizing the decline of the monarch population, each year, some individuals participate on the Metamorphosis Team. They learn about the monarch life-cycle, and tend milkweed in a few 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.

Records

CVCTF Records Office has three staff members, an Offender Records Supervisor, a Corrections Sentencing Associate, and an Offender Records Associate that are responsible for all aspects of an institution Records Office. The CVCTF Records Office is also responsible for reviewing persons in our care (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 persons in our care within 6 business days.

- 605 PIOC Transfers In
- 50 PIOC Transfers Out
- 613 PIOC Releases due to ERP completion

Security

The mission of the Security Department is to protect the public, staff, persons in our care (PIOC), 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: 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, work release, 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	69	3
Minor	278	8

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 sales to persons in our care including: Pizza Sales, Girl Scout Cookies, and Holiday Food Packages.

Total Money Collected in FY21:	
Victim/Witness	\$10,523.00
DNA	\$26,651.48
Medical Co-Payments	\$4,530.00
Child Support	\$20,622.86
Court Ordered Obligations	\$37,729.63
Institution Restitution	\$1,105.45
Restitution	\$33,675.85

Average Bi-weekly Canteen Sales:	
Number of Orders	256
Number of Items Sold	10,857
Dollar Amount Sold	\$12,591.03

Food Service

In the past year CVCTF food service provided 392,779 meals to persons in our care and staff, at an average cost of \$1.17 per meal. The increase in food cost we experienced this year can be directly related to our response to the COVID pandemic. Because of our decreased population and decreased workforce, more convenience foods were used which cost more than our regular fare.

Shortages of items from our suppliers, resulting in substitutions of higher cost food items, and inflation also contributed to the increase in our cost 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 2s, one part time food service leader 2, and 49 offender workers.

Last year, the garden produced over 10,000 pounds of produce. Most 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. Approximately 150 pounds of vegetables were donated to Northern Wisconsin Center, and about 300 pounds of vegetables were donated to Klein Hall. Around 45 pumpkins were donated to Feed My People Food Bank to be distributed.

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. In addition, maintenance completed work on the CVCTF Job Center. They did the drywall, painting and carpeting to prepare the room.



With a lower population count, the maintenance department worked on updating the servery area on each housing unit wing. The servery area has a sink, ice machine and hot water. This is where persons in our care consume their meal trays. A stainless-steel sink and table



combination replaced old, built-in servery cabinets and sinks.

Health Services Unit

The Health Services Unit at CVCTF is primarily an outpatient treatment clinic, which treats both acute and chronically ill persons in our care. 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

The Psychological Services Unit 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 offenders who have mental health issues in addition to their Substance Use Disorder treatment needs. Psychological Services staff members also provide staff consultation and training on an as needed basis.

Library

The CVCTF Library serves approximately 550 persons in our care at full capacity, and is open Monday through Friday, with evening hours on Thursdays. Due to the coronavirus pandemic, the library was limited to ensure social distancing for seating and computer use. In FY21, 413 items, including magazines, books and audio-visual materials were added to the collection, 766 items were withdrawn, giving a total collection of 11,957 items. There are 332 current library users after 578 new library users were added and 650 users were deleted. There were 7,811 visits to the library and 19,132 items circulated; 2,776 photocopies were made for persons in our care during this time.

CVCTF started providing Inter-Library Loan services in the fall of 2014. In FY21, there were 221 items requested, 202 items received, and 145 items sent out to other libraries. Inter-Library Loan service was resumed in August after being suspended in March 2020 due to the coronavirus pandemic.

Three computers in the library allow access to West Law, and the court web sites on the OTIS network, and two computers are still connected to the old EdNet network for word processing, and access to the Job Center web site. In FY21, 78 EdNet accounts were created or transferred and 354 were deleted due to releases and transfers, leaving 21 active accounts at the end of June.

Education/ Computer Lab

The CVCTF Computer Lab is a resource available to all persons in our care (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 FY21, over 138 GED-Ready exams and 127 GED exams were proctored. Of the GED exams taken, 85 students passed at a rate of 67%. Fifteen PIOC received their credential. The testing duties are shared between three staff members, with the Librarian as Chief Examiner.

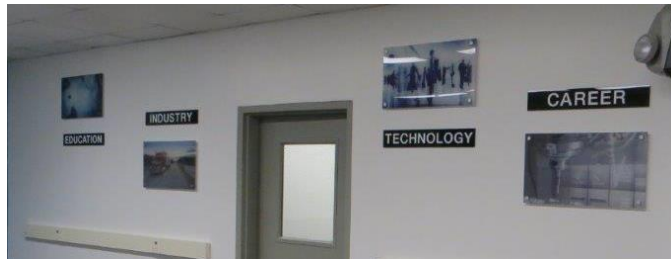
Another function of the Computer Lab is to provide a way to prepare for Reentry. Individuals are able to search for information on jobs across the State of Wisconsin. The DOC provides access to JobNet for this purpose. PIOC are allowed computer access to prepare cover letters, resumes and other employment-related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

Attendance in the computer lab has been scheduled by housing unit floor due to COVID precautions. The door is open to anyone who wishes to learn something academic. There is now a self-paced, basic computer course that individuals can work on to learn and refine their computer skills. Some visit the computer lab 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.

Job Center

In coordination with the Reentry Unit and the Department of Workforce Development, CVCTF opened an on-site Job Center. Persons in our care (PIOC) nearing release are able to utilize the Job Center to view employment related webinars, create resumes and search for employment in their areas of release. In addition, some individuals participated in direct phone calls and staff-facilitated email communications with employers.

FY21 was the inaugural year for the roll-out of the Job Center here at CVCTF. By the numbers, from the opening date in late February to the end of June, 420 PIOC were helped in some way with services.



Inmate Complaints

The CVCTF Complaint Department processed 197 complaint submissions during Fiscal Year 2021:

- 67 complaints accepted and assigned a number
- 130 submissions returned in accordance with DOC 310
- Total monetary reimbursements this fiscal year: \$27.00

Summary of Complaints Answered

Complaints Affirmed	5
Complaints Dismissed	44
Complaints Rejected	18

Community Relations Board

CVCTF held a virtual Community Relations Board meeting on February 4, 2021. Participants were able to attend via Zoom. During meeting, the Warden, Deputy Warden, and other staff provided facility updates and information to the attendees.

Facility 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.

K. Lampman, Institution Complaint Examiner
Vacant, 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, 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

ADA – Americans with Disabilities Act

AODA – Alcohol and Other Drug Abuse

CBI-EMP – Cognitive Behavioral Interventions for Offenders Seeking Employment

COMPAS – Correctional Offender Management Profiling for Alternative Sanctions

CVCTF – Chippewa Valley Correctional Treatment Facility

DNA – Deoxyribonucleic acid

DOA – Department of Administration

DOC – Department of Corrections

DPM – Division of Personnel Management

EdNet – Education Network

ERP – Earned Release Program

FY21 – Fiscal Year 2021

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

RCU – Royal Credit Union

WI – Wisconsin

