

## HAWAII STATE HEALTH PLANNING AND DEVELOPMENT AGENCY

### ADMINISTRATIVE APPLICATION – CERTIFICATE OF NEED PROGRAM

Application Number: #06-31A

Applicant: Victory Ohana Prison Fellowship Inc.  
1592 Hoomoana Place  
Pearl City, Hawaii 96782

Phone: 808 497-8931

Project Title: Establishment of 40 Special Treatment beds

Project Address: 94-104 Pupuole Place, Waipahu, Hawaii

1. **TYPE OR ORGANIZATION:** (Please check all applicable)

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- Public \_\_\_\_\_
- Private   X
- Non-profit   X
- For-profit \_\_\_\_\_
- Individual \_\_\_\_\_
- Corporation   X
- Partnership \_\_\_\_\_
- Limited Liability Corporation (LLC) \_\_\_\_\_
- Limited Liability Partnership (LLP) \_\_\_\_\_
- Other: \_\_\_\_\_

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2. **PROJECT LOCATION INFORMATION:**

A. Primary Service Area(s) of Project: (Please check all applicable)

- Statewide: \_\_\_\_\_
- O`ahu-wide: \_\_\_\_\_
- Honolulu: \_\_\_\_\_
- Windward O`ahu: \_\_\_\_\_
- West O`ahu:   X
- Maui County: \_\_\_\_\_
- Kaua`i County: \_\_\_\_\_
- Hawai`i County: \_\_\_\_\_

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3. **DOCUMENTATION** (Please attach the following to your application form):

- A. Site Control documentation (e.g. lease/purchase agreement, DROA agreement, letter of intent)  
(See Exhibit 1)
- B. A listing of all other permits or approvals from other government bodies (federal, state, county) that will be required before this proposal can be implemented (such as building permit, land use permit, etc.) (See Exhibit 2) (Special Treatment Facility License from DOH in process)
- C. Your governing body: list by names, titles and address/phone numbers  
(See Exhibit 3)
- D. If you have filed a Certification of Need Application this current calendar year, you may skip the four items listed below. All others, please provide the following:
  - Articles of Incorporation See Exhibit 4
  - By-Laws See Exhibit 5
  - Partnership Agreements Not Applicable
  - Tax Key Number (project's location) See Exhibit 6

4. **TYPE OF PROJECT.** This section helps our reviewers understand what type of project you are proposing. Please place an "x" in the appropriate box.

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	Used Medical Equipment (over \$400,000)	New/Upgraded Medical Equip. (over \$1 million)	Other Capital Project (over \$4 million)	Change in ownership	Change in service/ establish new service/facility	Change in Beds
Inpatient Facility					X	
Outpatient Facility						
Private Practice						

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5. **TOTAL CAPITAL COST:** \_\_\_\_\_

6. **BED CHANGES.** Please complete this chart only if your project deals with a change in your bed count and/or licensed types. Again, this chart is intended to help our reviewers understand at a glance what your project would like to accomplish. Under the heading "Type of Bed," please use only the categories listed in the certificate of need rules.

Type of Bed	Current Bed Total	Proposed Beds for your Project	Total Combined Beds if your Project is Approved
Special Treatment STF License		40	40 beds are STF
<b>TOTAL</b>			40

7. **CHANGE IN SERVICE.** If you are proposing a change in service, then please briefly list what services will be added/modified. Be sure to include the establishment of a new service or the addition of a new location of an existing service. Please consult Certificate of Need Rules Section 11-186-5 for the categories of services. If you are unable to determine which category best describes your project, please consult with agency staff.

**The Victory 'Ohana Program is seeking to license 40 of its 126 beds under "Special Treatment Facility License" for ex-offenders/Homeless/mentally ill or dual diagnosis**

**8. PROJECT COSTS AND SOURCES OF FUNDS (For Capital Items Only)**

**A. List All Project Costs:**

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- |  |                               |
|--|-------------------------------|
| 1. Land Acquisition  | '06 NOV 30 P 4 :24            |
| 2. Construction Contract   | ST. HLTH. PLNG. & DEV. AGENCY |
| 3. Fixed Equipment   | _____                         |
| 4. Movable Equipment   | _____                         |
| 5. Financing Costs   | _____                         |
| 6. Fair Market Value of assets acquired by lease, rent, donation, etc. | \$650,000.00                  |
| 7. Other: _____  | _____                         |

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**TOTAL PROJECT COST: \$650,000.00**

**B. Source and Method of Estimation**

Describe how the cost estimates in Item "A" were made, including information and methods used:

These cost reflected above are given according to Fair Market Value.

**C. Source of Funds**

**AMOUNT:**

- |   |              |
|---|--------------|
| 1. Cash   | _____        |
| 2. State Appropriations                         | _____        |
| 3. Other Grants                                 | _____        |
| 4. Fund Drive                                   | _____        |
| 5. Debt   | _____        |
| 6. Other: Fair Market Value of project premises | \$650,000.00 |

**TOTAL SOURCE OF FUNDS: \$650,000.00**

9. **IMPLEMENTATION SCHEDULE:** Please present a projected time schedule for the completion of this project from start to finish. Include all of the following items that are applicable to your project:

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- a) Date of site control for the proposed project,  
It has been under our control for approximately 5 years
  - b) Dates by which other government approvals/permits will be applied for and received,  
Conditional Use Permits have been applied for from the City & County of Honolulu
  - c) Dates by which financing is assured for the project,  
Immediate funding is waiting to be released upon our securing STF License from DOH
  - d) Date construction will commence, Not Applicable
  - e) Length of construction period, Not Applicable
  - f) Date of completion of the project, and Not Applicable
  - g) Date of commencement of operation. Upon securing STF License from DOH

*Please remember that the Agency does monitor the implementation of Certificates approved. Non-implementation of a project as described in your application may result in a fine and/or withdrawal of the Certificate of Need.*

10. **EXECUTIVE SUMMARY:** Please present a brief summary of your project. In addition, provide a description of how your project meets each of the Certificate of Need criteria listed below. If a new location is proposed, please attach an easy to read map that shows your project site.

- a) Relationship to the Hawai'i Health Performance Plan (H2P2), also known as the State of Hawai'i Health Services and Facilities Plan
- b) Need and Accessibility
- c) Quality of Service/Care
- d) Cost and Finances (include revenue/cost projections for the first and third year of operation)
- e) Relationship to the Existing Health Care System
- f) Availability of Resources

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# Executive Summary

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For Certificate of Need Administrative Application

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Submitted By:

**Victory 'Ohana Prison Fellowship Inc.**

94-104 Pupuole Place

Waipahu, Hawaii 96797

PH 808.671.7800 / Email: [victoryohana@yahoo.com](mailto:victoryohana@yahoo.com)



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**Contact Person:**

**Gary W. W. Shields, Executive Director**

**PH 808.671.7800 / Cell Ph. 497-8931**

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3. Budget and Projected Cost-3 years

**E. Relationship to the existing health care system**

**F. Availability of Resources**

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# Executive Summary

- **Site Description**

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The Victory 'Ohana project is located at 94-104 Pupuole Place in Waijahu, HI 96797. This sight (our site) has 39 Apartment Units.

1. 36 2 Bedroom Apartments
2. 3 Studio Apartments

This building is more than Adequate for our desired use and has been used now, and in the past as a Group Living/Transitional Housing Facility.

Each 2 Bedroom Apartment is able to House 5 Person's comfortably (although we do not plan to put more than 4 persons) and 2 People in the Studios Comfortably.

- **Project Description**

*Part I*

The Project being proposed is a Christian Based Transitional Housing Program going by the name and registered for the last 14 years as a 501-(c)(3) non-profit organization call Victory 'Ohana Prison Fellowship, Inc.. The Men that come to our program are from many different avenues. Such as and not limited to Parolees being released by the Hawaii Paroling Authority from Prison, the County Jails who are released by the Adult Probation Department and the Court System through Supervised Release and Probation, and from the Homeless population. Also the different Psychiatric Hospitals send us residents who have limited metal imparities, have substance abuse and transient history, as well as those who are homeless with issues of structure and substance abuse.

Victory 'Ohana's need for a "Certificate of Need" is essential in our goal to secure a STF-(Special Treatment Facility) License from the State for approximately 40 of 126 beds. The other 86 beds will be considered Structured Living or Therapeutic Living licensed by the State also. This will allow us the ability to provide certain components of treatment such as:

- Medication Management
- Case Management,
- Drug Screening via disposable 1 minute U/A Testers,
- Basic Substance Abuse Education:
  1. Relapse Preventions
  2. Cognitive Skills
  3. Co-dependency
  4. 12 Step Programming
- Anger Management
- Peer Counseling,
- Support Groups,
- Educational Classes
  1. Life Skills
  2. Budgeting
  3. Nutrition & Hygiene

We do not provide substance abuse treatment, just the above components. We contract out our client drug treatment needs with Hina Mauka for out patient Drug Treatment. We also provide rigorous religious regiment of daily devotion and self esteem building activities which include extensive off site community service clean ups, assistance with the Hawaii Food Bank, Community Clearing House, HPD's AKAMAI Youth Project, along with several church functions off site among many others.

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- **Program Overview**

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Victory 'Ohana Prison Fellowship, started its services to the community in 1990, but was incorporated in May 1992, as a 501-(c)(3) non-profit organization founded to assist predominantly the ex-offender population in developing mentally, physically, and spiritually through education, community participation, and its Transitional Program. Victory 'Ohana through the years, has expanded our services to include the homeless, substance abusers, and mentally ill. Our program's vision is to reduce prison recidivism and homeless rates and restore safety to the community. Our motto's of "***Building Better Lives, Not Bigger Prisons***" and "***Promoting 'Ohana Healing and Safety to our Communities***" helps us to maintain clear focus on our set course and mission.

Victory 'Ohana, currently operates two Apartment Complex's for our Structured Living, Therapeutic and Transitional Program. Our two facilities brings our available bed space to #150 (24 beds for Women & 126 for Men). Each apartment is fully furnished and equipped with all necessities including stove, refrigerator, microwave oven, rice cooker, all kitchen utensils, color television with cable, living room and bedroom furniture and full bath. Each 2-bedroom apartment accommodates 4 individuals, two clients per bedroom.

- **Program Time length:**

The program is not limited to, but expected to be a minimum of 6 months.

**Program phase components:**

Victory 'Ohana's basic program is comprised of three distinct phases. The following is a description of each phase.

- ***Phase One.*** This phase is a mandatory **minimum of six to eight weeks**. This phase is considered a restricted freedom, assessments and implementation of clients ISP, *Assessment and Individual Service Plan (ISP)*: This and other gathered information is used to form an assessment of the individual client, which in turn is used to develop and implement an ISP. The ISP will be completed within 2 weeks of entry into the program and will identify the immediate and future needs and barriers to successfully completing our program. The ISP will define the goals of the client, strategies and timeline in a plan to address these needs and barriers through counseling, education, referrals or advocacy, and incorporating this plan into a service agreement with the client. This phase is used for all educational classes which includes, but is not limited to cognitive skills, relapse prevention, life skills, substance abuse education, domestic violence, physical or sexual abuse, anger management, referral service, vocational rehab, basic computer application training. Counseling for clients in crisis intervention, assistance with family matters and adjusting to community living, life skills, and interpersonal relationships is available. This phase will ensure that meaningful goals are set and all contributing agencies and Care providers are in place. Time in this phase is extendable should the client fall behind in progress for whatever reason(s).
- ***Phase Two.*** This phase approximately runs from **4 weeks to 8 weeks**. Having furthered one's knowledge and being given the proper tools to live free or above the pitfalls of homelessness, mental illness, addiction and or crime. Phase two is used to begin the practice what the client has learned. The client is now ready to be exposed to the community in a variety of ways. This includes furthering one's education, e.g. getting their GED or enrollment in higher education - Community College / Business or Trade School, performing community service activities such as the "AKAMAI Youth Project," where the client can learn some needed communicative skills by sharing their experience with the first-time status offenders and their families, and volunteering at the Hawaii Food Bank/Community Clearing House and many other community events.

Also includes vocational training opportunities in the community and some basic earned freedoms. For those higher functioning clients this phase could allow job search status. A special class-(job readiness) to ensure that the client is equipped to job search and be interviewed for a job is mandatory prior to conducting the search for jobs within the community.

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- **Phase Three.** This phase approximately runs from ~~8 weeks to 12 weeks~~. The client will progress to this Phase upon obtaining employment within the community. Phase Three does not consist of just working. Case management and counselors will follow the client to ensure that family and interpersonal relationships are not causing any stress or hardships on the client's new life. The client must present a plan prior to leaving the program. This plan will include employment, housing, family/friends, support systems, and financial outlines that will be followed in their after-care setting within the community.

STATE HEALTH PLAN & DEV. AGENCY

### **A. Relationship to Hawai'i Health Performance Plan (H2P2), also known as the State of Hawai'i Health Services & Facilities Plan**

#### Vision and Guiding Principles

- We provide equitable and effective access at a reasonable cost for all residents needing health services and we are responsive to the holistic needs of the community and its members.
- Through the services that we will provide, we will reduce the risk of injury, violence, substance abuse, and criminality by promoting 'Ohana, Healing, and Safety to the Community.
- Provides a safe, clean & sober nurturing therapeutic residential environment 24 hours a day/7 days a week, for those transitioning or reintegrating from "Prisons, Jails, Psychiatric Hospitals, Crisis or Homeless Shelters, Walk-in's and Homeless.
- Provides an established multidisciplinary team of management professionals who provide services to clients within our comprehensive structured living, therapeutic and transitional program. Victory 'Ohana is designed to help our clients begin the process of successfully overcoming these obstacles (substance abuse, criminality, homelessness physical or mental disabilities), while working towards maintaining sobriety, gaining basic life and cognitive skills, and living successful lives as law abiding and participating member of society.
- We provide referral for Intensive Out-Patient substance abuse services with State License Treatment Providers, and for those in need of Qualified Mental Health Services, we refer them to State Mental Health Units, Consulting Psychiatrist, Clinical Ph.D.'s, and paraprofessionals.
- We provide on facility these following services:
  1. Basic substance abuse education
    - A. Cognitive Skills
    - B. Relapse Prevention
    - C. Co-dependency
    - D. 12 Step Program AA/NA
  2. Medication Management
  3. Anger Management
  4. Vocational and Job Readiness
  5. Life Skills
  6. Faith Based or Spiritual Enlightenment service

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### **B. Need and Accessibility**

**Hawaii now has one of the fastest growing prison population in the world. The out-sourcing of our inmates sent to mainland prisons, due to the lack of prison bed space and or community reintegration programs in our state. This practice of sending our inmates to mainland prisons**

started about twelve years ago. The impact of this practice has escalated to epidemic proportions, especially as it pertains to the criminal justice system and the community at large. Homelessness has reached epidemic proportions, and more and more we see those who suffer with dual diagnosis issues not be address properly or effectively. The Victory 'Ohana Program will service its clients from and throughout the State. Our Residential Facilities are located in West Oahu at 94-104 Pupuoale Place, Waipahu, Hawaii.

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#### Four Major Factors

Three major factors of Hawaii's revolving door to our prisons.

- A. The Ice (Methamphetamine) epidemic.
  - B. The out-sourcing of our inmates sent to mainland prisons, due to the lack of both, prison bed space and community residential programs in our state. The impact of this practice and the lack of residential services has escalated to epidemic proportions, especially as it pertains to the criminal justice system and the community at large.
  - C. The need for Prison Reintegration Services.
  - D. Those being released from our prison are now one of the fastest growing populations adding to Hawaii ever increasing homeless population.
- **Virtually No Transitional Programming:** The only other facility that helps our correctional facilities reintegrate its inmates back into the community is call Laumaka. This facility is run by the Department of Public Safety and Laumaka only has the ability to assist 8% of our prison population in the reintegration process. Laumaka is predominately a Work Release Program and is not a Special Treatment Facility, and can not adequately service those in need of STF services. Victory 'Ohana is virtually the only Program that will be offering service under DOH – Special Treatment Facility License.
  - This “Component” that almost always seems to be neglected for those receiving Treatment or those being released from Incarceration is the “**Transitional Process**” that ensures ones success and not failure. Individuals who are released from Treatment and or Incarceration find for themselves an overwhelming number of issues facing them. These issues range from,
    1. Employment and or Vocational Training, which for many it becomes a real struggle, as their employment history is usually weak and equal opportunity for employment some times isn't a reality as most employers are reluctant or in fear over hiring these types of employees.
    2. Lack of Structure and Supportive Living Environment, (Transitional Programs, Halfway Houses or Work Release Programs).
    3. Established Support System, (Family, Church, 12 step groups & sponsors, Recreation)
    4. Higher Education, (G.E.D., Community or Business College)
    5. Basic but Essential Needs, Food, Clothing, Transportation, Health Care Insurance.
    6. Many other issues like, After Care, Parenting, Family & Marital Counseling, Mental Health services, Basic Life Skills, etc....
  - Our States Treatment Programs and Prisons are not equipped to provide these services. Support for these transitional services that Victory 'Ohana has now been providing for the past 16 years are virtually non-existent. **This is why there is a 80% Recidivism rate for those being release from prisons, and 80% Relapse rate for those who receive substance abuse treatment.** This very crucial component (**Transitional Programming**) that is over looked time and time again, must be addressed and supported.
  - **Impact on families and inmate rehabilitation:** One of the most potent motivating factors for rehabilitation is family support. This support is facilitated by visitation between inmates and their families. These visits, almost invariably become non-existent when inmates are moved to the mainland and then released into the community with out any community reintegration service offered. This also

significantly reduces the possibility for successful rehabilitation. **Without these services being provided for our State, the inmates and their families, and the community will continue to suffer.**

- Although 95% of those we service are indigent, and we usually only receive a fraction of expected rents, but do not discriminate due to the lack of ones financial ability to pay. We give equal accessibility to services to all who are in need, regardless to their religious, sexual, political, ethnic, or financial background.
- Over the past 6 years we have serviced this special needs population needing oversight and care in medication management and other therapeutic or rehabilitative related services. We have service in the average of 40 residents a year for the past 6 years.

### **C. Quality of Service/Care**

#### **1. Secure and maintain licensure as a Special Treatment Facility with the Office of Health Care Assurance, Department of Health**

#### **2. Victory 'Ohana has a 16 year history of servicing the community with many great accomplishments to its credit.**

- a. We have been working with the Honolulu Police Department for over 16 years helping to counsel high-risk youth in a now Nationally recognized Prevention program for first time status offenders called the AKAMAI Youth Project. To date we have counseled over 24 thousand of our Islands Youth and have been part of seeing the recidivism rates drop from 60% to 12% for those we service. We also provide prevention services in our public & private Schools, Churches, community groups and more.
- b. Those we service in our Residential Program come to us from many different avenues, such as and not limited to, Hawaii Paroling Authority, Prisons, County Jails, Adult Probation Department, the Court System, Supervised Release and Probation, Homeless population, Psychiatric Hospitals. With out Victory 'Ohana it would be safe to say that many of those we service would fall by the way-side or get kick to the curb, but we have seen hundreds of potential failures become winners as contributing and productive law abiding members of the community. Many have been reconciled with family, started new families, become business owners, furthered their education, became Pastors, we even had one who became a Honolulu Police Officer then went on to become a Prison Guard at Hawaii Youth Correctional Facility, and the list goes on.
- c. We have also receive thousands of letters of support from all areas of the community: Federal, State & City Officials, Business community, Churches, Non-Profits, Service Providers, and those we have service (see attachment Victory 'Ohana media pack under civil recognition & support )

#### **3. Values and Priorities**

For greater accountability we will focus on establishing new and existing mechanisms for open communication between all parties involved. We will always operate in a professional and compassionate manner toward all individuals and their families. We will always be reinforcing our continuum of health care that will be design for the diversity of the

communities ethnic, social, economic, geographic factors and special needs of our State, and community to where we provide services.

#### 4. Quality Assurance and Evaluation

- Victory 'Ohana is governed by a Board of Directors, made up of retired police officers, clergymen, and other professionals. This governing board along with the Executive Director of Victory 'Ohana oversee the operation of the organization in its entirety, implementing the policy and procedures that determine the goals of the organization, indeed met.

#### 5. Staffing

- **Proposed Staffing**

All Staff for project is already in place except for our facility Nurse which will be hired upon our securing STF License.

Client/Staff Ratio: The staff-to-client ratio will be contingent upon the number of clients in residence at any given time, but will not exceed DOH recommended ratio's. Client/Staff ratio will be as follows:

- 1 Executive Director for project: (shared between both Men's & Women's Facilities)
- 1 Clinical Director: (shared between both Men's & Women's Facilities)
- 4 Clinical Consultants: (shared between both Men's & Women's Facilities)
- 1 Program Director for project: (shared between both Men's & Women's Facilities)
- 1 Assistant Program Director/Case Manager for project
- 2 Administrating Assistants/Case Managers for project
- 1 Industry/Vocational training Director:
  - 3 Industry/Voc-Rehab Supervisors
- 1 Community Service Manager: (shared between both Men's & Women's Facilities)
- 1 Registered Nurse: Part-Time Oversee Management of Medication –Both Facilities
- 1 Facility Chaplain: (shared between both Men's & Women's Facilities)
  - 8 Ordained Ministers
- \*Case Management (CM): 1 CM per 9 clients
- \*Facility Managers/Resident Care Providers (FM/RCP) #12

- **Quality Controls** are in place, to help insure an effective operation. Weekly staff meetings are held, minutes are kept, and staff attendance is mandatory.
- The Board of Directors has a bi-monthly meeting to evaluate Programs Performance and Stability, Service Delivery, and Financial Status. A monthly agenda is followed and minutes are recorded.
- We recognize the importance of continued education and training for all Victory 'Ohana employees. Victory 'Ohana takes the time and effort to ensure training for all employees from orientation and initial training upon hiring to continuous refresher training and scheduled staff and team meetings. Our Staff are encouraged to attend community seminars that relate to our mission, and must be trained in CPR.
- Our staff has the ability, awareness, and experience of working with those we service (parole, court referred, substance abusers, dual diagnosis, homelessness, etc.). It is with this ability that we are able to recognize the signs of criminal and substance behavior, signs and symptoms of mental illness, signs of post-traumatic stress disorder. Our staff is trained in crisis intervention, which enables us to serve our target population with continued quality care.

- The staff is required to meet weekly for 1 to 2 hours to discuss program concerns. Emergency meetings are called as required. Victory 'Ohana utilizes community resources to access qualified professionals for continuing education of all staff. Staff training is mandatory for all employees and is ongoing to ensure that the staff maintains a working knowledge of our mission and services to our target population.

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Examples of topics covered in staff training meetings are:

- Ethics
- Consumer Confidentiality
- Consumer Rights
- Accurate Documentation
- Health and Medical Education
- Crisis Prevention/Intervention
- Assessment and Identification of Symptoms of Mental Illness
- Employee Concerns
- Program Evaluation
- Fire Safety and Disaster Preparedness Drills
- Incident Reports of Bodily Injury
- Statistical Reports
- Residential Program Forms  
 (see Attachments: resident structures, guidelines, rules, & contracts)
- Resident Rule Book  
 (see Attachments: Resident Rule Book)

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## D. Cost and Finances

### 1. Client Cost/Bed Space per day

Residents are required to pay a one time Administrative Processing Fee of 400.00, and a Monthly rent of 1000.00 each month for the first 3 months (which are considered higher needs and maintenance months) and between 400.00 and 600.00 per month (lower needs and maintenance) thereafter depending on job earnings/financial status, or ability to pay.

**For 1 STF Bed - Per day cost: \$33.00 For 40 STF Beds – Per day: \$1320.00**  
**For 1 STF Bed - Per Month: \$990.00 For 40 STF Beds – Per Month: \$39,600.00**  
**For 1 STF Beds – Per year: \$12,045.00 For 40 STF Beds – Per year: \$490,000.00**

**For 86 Therapeutic beds –Per Year: \$412,800.00**

**Please Note!** Approximately 95% of those we service are indigent, and we usually only receive a fraction of expected rents, we never discriminate due to the lack of ones financial ability to pay. Short fall for these beds will be made up through Grants and Donations. We service all who are in need, regardless to their religious, sexual, political, ethnic, or financial background or ability to pay for services. It is also estimated that over 20% of our bed space we will never be able to collect founding for and we have considered this space as mercy beds.

### 2. Financial Statement-Income & Expenditures (see attachment)

### 3. Budget and Projected Cost-3 years (see attachment)

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#### E. Relationship to the existing health care system

- Victory 'Ohana has a good track record of collaborating with other agencies and receives referral and admissions to our program from Federal, State, City, and Private agencies including, States Department of Health-(Adult Mental Health Divisions), Hawaii Paroling Authority, Federal & State Probation Departments, DHS & DVR, Social Security, Veterans Administration, Hospitals Psychiatric Units, Crisis centers and other public and private agencies.
- We will be working in conjunction with all parties (Adult Mental Health Divisions, Hospitals, Psychiatric Units, Crisis Centers, and other public and private treatment and care providers) involved with the clients in a timely and professional manner which will empower our clients with the skills and tools needed to become productive members of society..
- Victory 'Ohana collaborates, networks, and refers our clients to other service agencies including, States Department of Health-(Adult Mental Health Divisions), Private Clinical and Therapeutic Professionals, Hawaii Paroling Authority, Federal & State Probation Departments, DHS & DVR, Social Security, Veterans Administration, Good-Will Industries, Narcotics Anonymous, Alcoholics Anonymous, Churches and others to provide support services to empower them with the skills and tools needed to become productive members of society.
- Victory 'Ohana complies with the Standards for Community Residential Programs of the American Correctional Association (ACA). Our living quarters comply with all City, State, and Federal regulations governing residential programs.
- Victory 'Ohana is a tremendous asset and benefit to Hawaii's health care system and will continue to work with all parties in the enhancement of the existing health care system.

#### F. Availability of Resources

##### • Availability of Financial Resources

Besides the normal rent collection, small grants, and donations, there is immediate funding available for this project already granted to us through our States Legislative Body and signed by our Governor, in the amount of \$300,000.00. These funds will help us to subsidize a good portion of our operating cost between both the Men's & Women's facilities. The Department of Public Safety is the State Agency designated to administer funding to us upon securing our STF License from DOH. These funds are considered emergency shelter funds, as 95% of those we assist are indigent and fall under the need of emergency assistance.

##### • Staffing

The Victory 'Ohana program has established a multidisciplinary team of management professionals who provide services to clients within our comprehensive structured living, therapeutic and transitional program, where we have seen around 30% prison recidivism (**70% success**) with those we service from our prisons. While the National prison recidivism rates statistically fluctuates around 80%. All Staff for project is already in place, except for our facility Nurse which will be hired upon our securing STF License.

• **Staff/Facility Managers**

We have 15 Facility Manager Volunteers, with 3 managers on duty during each 8 hour shift, 24 hours per day. Our Facility Management Office is open 24 hours a day, 7 days a week which helps us to maintain supervision. The manager volunteers live on the facility and are on call when needed outside of the regular shift. Their duties include but are not limited to answering incoming phone calls, checking rooms for accounted and unaccounted persons, supervisory of facility activities, and enforcement of the rules and basic security (See Rule Book Attached).

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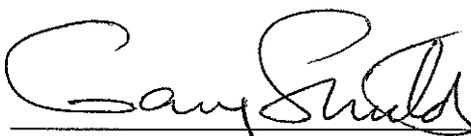
• **Staff/Case Managers**

We provide Case Management through Facility Case Managers-(CM) which duties include the enrollment and follow up of our residents goals, guidelines and mandated success and programming by pertinent agencies if applicable as well as working with the outside agencies such as community college's and trade union for job training and placement. We also provide Drug Screening via disposable 1 minute U/A Testers which CM will coordinate with Program Director.

**Description of case management services including record keeping and report writing methods.**

Victory 'Ohana provides adequate case management services to provide for intake, assessment, development and implementation of an Individual Service Plan (ISP), and in-process and after-care monitoring and follow-up.

- *Intake:* Information is gathered regarding (but not limited to) the following: Name, age, sex, Social Security number, ethnicity, marital status, dependent children, employment status, income and financial status, citizenship or alien status, educational level, health and medical history, homeless issues, family network system, previous or current social services received, and U. S. Veteran status.
- *Assessment and Individual Service Plan (ISP):* This and other gathered information is used to form an assessment of the individual client, which in turn is used to develop and implement an ISP. The ISP will be completed within 2 weeks of entry into the program and will identify the immediate and future needs and barriers to successfully completing our program. The ISP will define the goals of the client, strategies and timeline in a plan to address these needs and barriers through counseling, education, referrals or advocacy, and incorporating this plan into a service agreement with the client.
- *Monitoring and follow-up:* Clients will be monitored on a continuing basis with ISPs updated with a bi-weekly counseling session to ensure compliance or reassessment where needed.

Submitted By:  Date: 11-8-06  
Gary W. W. Shields, Executive Director

*Promoting 'Ohana, Healing & Safety to our Communities*