



Irene Gomez-Bethke Papers.

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QUESTIONS FROM CASA ADVISORY BOARD

1. What is the role and relationship of the CASA Advisory Board to Migrants-in-Action Board?
2. What does the MIA Board feel the purpose of the CASA Advisory Board is?
3. Advisory Board members have been a part of the MIA personnel committee in hiring employees for CASA?
 - A. Why has this not been done in the past months?
 - B. In the future hiring, will the CASA Advisory Board members be a part of the personnel committee as it was done when CASA staffing was originally done.
4. Position of Coordinator (Director) of CASA program?
 - A. Any changes contemplated in this position?
 1. Authority?
 2. Responsibilities?

Proposal for a
Chicano/Latino Chemical Dependency Program
for Fiscal Years 80 & 81

Presented to: Ramsey County Mental Health Department
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Mental Health/HUMAN SERVICE BOARD AFFILIATE ACTIVITY REPORT *
Fiscal Years 1980 and 1981

1. Identifying Information

Affiliate Name Chemical Abuse Service Agency

Address: 203 Prescott Ave., St. Paul, MN 55107

Director: Alberto Hernandez-Alcala/Phone: (612) 646-4566

If this program is part of a larger corporation, indicate parent corporation: Migrants In Action

Number of beds for which funding is requested (if affiliate provides residential services):

 men (age 19 & over) women (age 19 & over) man and/or woman
(age 19 & over)
 adolescent (up to age 19)

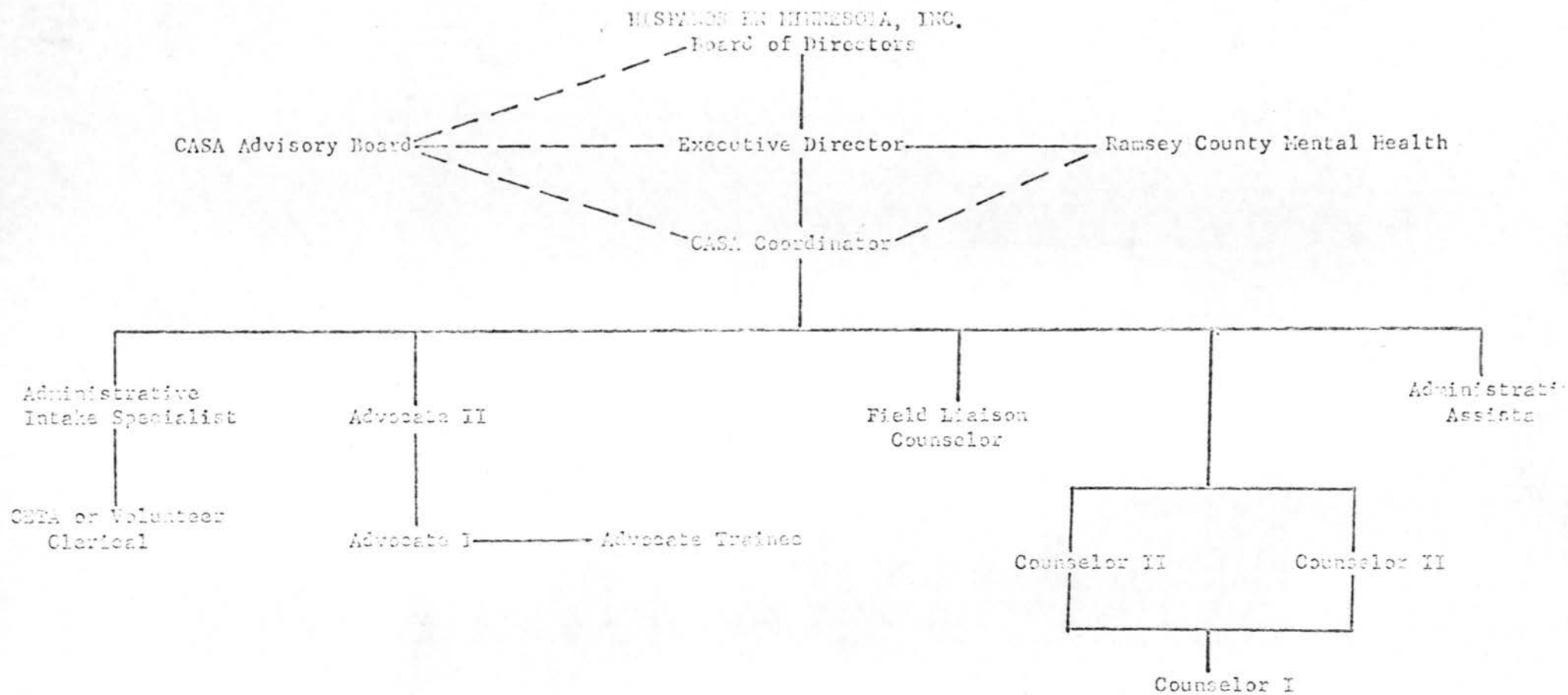
2. Licensing Information

This facility is currently licensed under: (Note: If license has been applied for and is pending, please check in the appropriate column).

	Type of License	Expiration Date	License Pending
Department of Health:			
Department of Public Welfare	Rule #5		
	Rule #8		
	Rule #32**		**
	Rule #34		
	Rule #35		
	Rule #36		
	Rule #43**		**
Other (Please specify)			

** Check "License Pending" if you intend to apply when promulgated.

* A written contract with each fiscal affiliate must be on file in the Area Board/Human Service Board Office.



C.A.S.A.: An Overview of Past Activity

C.A.S.A., the Chemical Abuse Service Agency, is a bilingual, bicultural information, counseling and referral center, funded by the State of Minnesota through the office of Ramsey County Mental Health and administered by Hispanics En Minnesota, Inc., formerly Migrants in Action.

The main purpose of CASA is to offer help to Chicanos/Latinos and their "concerned others" with any problems related to chemical use, abuse or dependency. CASA also assists other social service providers to improve their delivery of services to our target group.

CASA has been in existence since the Spring of 1977; it has offered client services since July of that year. The program was born from the concern expressed by several individuals and agencies of a need for a program to help deal with the problems of alcohol and other drug abuse, particularly on the West Side of St. Paul.

In particular, many people realized that the Chicano/Latino population was an underserved segment of the population with reference to chemical dependency. It therefore became one of the specific functions of CASA to be aware of and sensitive to the C.D.-related needs of the Chicanos/Latinos and to provide them with bilingual/bicultural services.

Indeed, recent assessments and estimates indicate that there is a statewide need for chemical dependency services to the Chicano/Latino population.

Chicanos/Latinos are the largest minority in Minnesota with an estimated population of 49,500. The Hispanic population is increasing at the rate of 5.7% a year with a concurrent increase in chemical abuse. The difficulties faced by chemically dependent Hispanics in obtaining adequate treatment are related to this particular population's bilingual/bicultural heritage.

In order to gauge the feasibility of utilizing existing out-patient treatment programs, in February, 1979, a random survey of 25 non-residential treatment programs was conducted on the availability of a bilingual counselor in these programs. The results showed that none was able to provide bilingual services and further established CASA as the only program to do so.

Data documenting the need for bilingual/bicultural services was established by an examination of CASA client records which showed 30% to be Spanish speaking, 40% to be bilingual and 30% to be English speaking. It has been established that clients under stress (e.g., in a counseling situation, etc.) tend to use of their first language. Therefore, for practical purposes, all of our chemically dependent clients are in need of bilingual services.

Further data on the need for bilingual/bicultural services was obtained by examining the record of referrals to CASA. From July 1, 1977 to March of 1979, 36% of all referrals were from legal or penal systems (Project Remand, Oficina Legal del West Side, prisons, detoxification centers, courts, etc.); 7% were from hospitals, physicians and chemical dependency treatment facilities.

Probably the best documentation of the need for CASA is in the numbers of clients served by this program since its inception. In 1978 there were 294 chemically dependent Chicanos/Latinos served at CASA. 143 of these clients received individual counseling; 146 were involved in group counseling programs.

By June 30, 1979, over 900 chemically dependent Chicanos/Latinos including the 294 served in 1978, will have received services through CASA's counseling program. In spite of its growing program outreach capacity, CASA has still only served 12% of the estimated 6,680 chemically dependent in the state of Minnesota.

The following is a summary of client statistics as of March 31, 1979; that is, before CASA had reached its present client totals.

- 65% were served in Ramsey County
- 30% were served in Hennepin County
- 5% were served in the Out-State Area

Over 300 were individual
Over 550 were clients in group counseling

10% of our clients were referred to Primary Treatment Centers
90% of our clients were counseled at CASA (group or individually)

36% of our clients were referred by our outreach efforts
10% of our clients were referred by the court system
14% of our clients were referred by detoxification centers

75% of CASA's clients are male
25% of CASA's clients are female

Our clients are from the following age groups:
10% are under 18
82% are 19-59
2% are 60 or over

CASA accomplishes its program goals through the following methods:

A. Information

1. CASA constantly is engaged in research on chemical dependency and on Chicano/Latino culture as it relates to chemical use and client referral.
2. CASA disseminates the results of its research in bilingual printouts and in lectures, workshops and workshop programs offered by CASA advocates.
3. CASA's public presentations are aimed at chemical abuse prevention and education. Some are designed for potential clients, and some for social service agencies which require information on identification, intervention and referral of chemically dependent Chicanos/Latinos.

B. Counseling

1. CASA provides individual counseling for clients involved in chemical use and for the "concerned others" (family members, friends, etc.) who seek help and advice from CASA counselors.
2. Through a broad program of group counseling based on A.A., Alanon and other models, CASA provides services to special segments of its client population: groups according to age (pre-teens, teens, etc.), according to situation (programs at Stillwater and St. Cloud prisons), etc.

C. Referrals

1. As a component of Hispanos en Minnesota, CASA is able to provide clients access to the wide range of direct and referral services offered by its parent organization; inversely, HEM is a prime referral source for CASA. But clearly CASA has its own growing referral network established by constant agency outreach and our program of educational workshops. Many of the agencies both send and receive CASA clients.
2. CASA counseling generally leads to appropriate referrals. Among our more common linkages are:
 - a. Alcoholics Anonymous, Alanon
 - b. Detoxification Centers
 - c. Half-way Houses
 - d. Crisis Intervention
 - e. Residential Primary Treatment Centers
 - f. Non-Chemical Dependency Services
 - 1) legal
 - 2) financial
 - 3) medical
 - 4) employment
 - 5) training.

D. A Note on CASA Statewide Outreach

Although only a small part of CASA's budget currently provides for outreach beyond its primary service area, first through its satellite office at the Centro Cultural Chicano (1600 Olson Memorial Highway, Minneapolis) and second through its growing range of contact agencies throughout Minnesota. The counties that CASA has been involved in out-state include:

Dakota	Washington	W Becker	Anoka	Pine
Martin	Watonwan	Freeborn	Nicollet	Sibley
Blue Earth	Red Lake	Olmstead	Goodhue	McLeod

Plans for the Future:

CASA's plans for the future center on the need to improve existing research, informational, counseling and referral capacity, and the need to extend our program to a much greater number of Chicanos/Latinos in need of our services throughout Minnesota.

Our main concern in the immediate future centers on the question of adequate chemical dependency treatment for Chicanos/Latinos. At present, CASA is NOT A TREATMENT CENTER. In fact, there are no chemical dependency treatment centers, out-patient programs, nor half-way houses that are primarily bilingual or bicultural in Minnesota. Since CASA is the only chemical dependency counseling agency in the state whose primary purpose is to serve Hispanics, we believe it is our mission to promote and actually establish a Chicano/Latino treatment program.

All the data available clearly supports the need for the establishment of an on-going bilingual/bicultural out-patient chemical abuse treatment program designed to assist the Hispanic client toward total rehabilitation through realistic treatment of chemical usage.

In the future, our effort will be to improve and further systematize our current service capacity and address the need for actual chemical dependency treatment of Minnesota Chicanos/Latinos.

REPORT:

Chemical Abuse Service Agency - Advisory Board

The purpose of Casa's Advisory Board is to monitor the program's progress and to make recommendations to the Executive Director and the Migrants In Action Board of Directors.

This monitoring is accomplished by receiving Casa's monthly progress reports and assisting the program coordinator in evaluating the results of the reports.

Also, members of the Advisory Board have been part of the personnel committee that hires Casa's employees.

The Advisory Board meets at 7:30 p.m. on the first Thursday of each month at Casa, (203 Prescott Ave)

The potential membership of the Board is nine. At the present time there are six members. They are as follows:

<u>Title</u>	<u>Name</u>	<u>Residence</u>	<u>Employment</u>
Chairperson	Bill Lanoux	Ramsey	Fuel Energy Retrieval Corporation
Vice-Chairperson	Lee Parks	Ramsey	Director of the Chemical Dependency Unit of Mounds Park Hospital
Secretary	Rick Heatherson	Ramsey	Chemical Dependency Counselor Ramsey County Detoxification Center
	Rafael Esparza	Hennepin	Research Director Central Cultural Chicano
	Gilbert Gonzales	Ramsey	Concerned Citizen
	Cisco Bentencort	Ramsey	Former Casa Client

Introduction

The Chemical Abuse Service Agency's (hereinafter referred to as "CASA") program is based (1) on an internal assessment of our organization's developmental needs to provide the best possible program for Twin Cities and Minnesota Chicanos/Latinos on the basis of currently projected funding allocations, and (2) on our sense of what will be forthcoming in Ramsey County Mental Health's on-site review of CASA's program, May 16-17, 1979. It should be understood that this proposed program was drafted without actually having seen the on-site review report, which has not yet come available. Hispanics on Minnesota and CASA staff believe, however, that Ramsey County Mental Health's assessment will more or less coincide with our own, and that only minor modifications of this proposal may have to be made for the new program to begin functioning. Nevertheless, given the conditions of program-drafting, we would urge a general program review with an eye to contract revision at the end of three to six months, so that CASA will not be bound by commitments set forth herein in function of what must very openly be called an experiment in program development.

In terms of contract commitments, it has been difficult to estimate numbers to be served in different categories, especially since we would not wish to design a program which pressures clients into specific program components (say, treatment centers) simply to meet over-specified contractual goals. Such a situation is not healthy for clients or agencies. To cite two examples of this problem: 1.) This proposal does not attempt to provide figures on the numbers of people in group "pre-counseling" or counseling groups; 2.) Nor does this proposal specify proportions among chemically dependent and concerned other client categories, both categories will be considered clients herein. However, CASA will implement record-keeping methods for tracking such matters, and this effort may enable us to project reasonable program goals at some future date.

In summation, Hispanos En Minnesota urges that numbers presented be used as a guide and that we adhere to only a few specific binding commitments which express our overall commitment to Chicano/Latino chemical dependency services, as the commitment is spelled out in the section which follows and as it is embodied in our overall proposal.

II. CASA PROGRAM OVERVIEW

During 1978-1979, CASA counselled approximately 550 individuals in group and/or individual sessions achieving a total of 200 individual and 350 group clients. For 1979-1980, CASA will attempt to extend its direct client services by counseling over 550 unduplicated individual clients in client intake-assessment, leading to the placement of 440 individual clients in "extended counseling" (group and/or individual) or in treatment.

The sum of 550 clients includes roughly 150 carry-over clients from 1978-1979. Nevertheless, while CASA's new program design calls for a figure that seems no higher than last year's total, it is, in fact, much higher. According to this year's plan, the figure of 550 involves no duplication and is part of a total design aimed at providing broader and more intensive quality service to roughly two or three times as many Chicānos/Latinos as in previous years. If we were to include the clients earmarked for what we call "pre-counseling", we could say that CASA aims to provide direct services for 1100 clients (or twice last year's total). If we utilized the same duplication system at work in previous years, we could cite a figure of 1,500-2,000 involved in our client services program.

But CASA's new program design calls for a very different service system that is not commensurate with past designs and criteria. CASA's program must be evaluated in terms of quantity and quality of direct client services in the areas of outreach, prevention, intervention, diagnosis, counseling and referral.

To accomplish CASA's overall goal of greater direct client service, our new program will largely table its older function of providing an in-depth educational workshop program to gatekeepers and social service providers. Several of the goals sought by our older workshop format (mainly, sensitizing the service sector to Chicano/Latino special needs and characteristics) have been accomplished. Staff turnover and the very real community need for CASA to extend its direct client services and to deepen its presence in the community demand that CASA take a different direction.

II. STAFF REORGANIZATION

To accomplish its ends, CASA proposes to redefine and retitle staff roles so that they relate more overtly and effectively to client outreach, liaison and service delivery.

Perhaps the main changes are the following:

1. Redefining the existing advocate roles and creating three levels of Advocacy--Advocate II, I and Advocate Trainee;
2. Expanding, redefining and retitling the Court Liaison Advocate role to become "Field Liaison Counselor";
3. Redefining and retitling the Research Analyst role to become Administrative Assistant;
4. Redefining and retitling the current Secretarial role as Administrative Intake Specialist;
5. Focusing the counseling role more specifically on counseling by removing most of the advocacy or supportive service functions from this role--creating two levels of counseling: Counselor II and I.
6. Redefining the Coordinator's role in function of the above plan.

While none of the job descriptions for these positions have been given in final form, they will generally call for the following functions:

1. Advocate

Community outreach, publicity, public relations. Participant-liaison roles with organizations and projects involving significant numbers of Chicanos/Latinos (Chicano/Latino concentration points), to provide chemical dependency client education, orientation, identification and "pre-counseling" to pro-

Note chemical abuse awareness and prevention and lead to referrals of possible abusers and concerned others for counselors. Ongoing chemical dependency research in Chicano/Latino chemical dependency and related fields. Developing capacities to lead more extensive pre-counseling workshops. Counselor-monitored non-C.D. supportive services for CASA clients. Follow-up for clients leaving treatment centers or becoming inactive with counselors, leading to a return to active status or appropriate termination (phase-out).

The Advocate Trainee position will involve aiding the advocates in these functions.

But the role of all advocates will be to come up with a plan of action which leads to more community awareness and recognition, to the point that more chemically dependent or concerned other clients will flow into CASA without coercive legal pressure. They will constitute themselves as a team with a rotating head, responsible to Coordinator. With proper training, they may serve as client group facilitators.

2. Field Liaison Counselor:

Has functions that are similar to the Advocates, but works mainly with those organizations where advanced Chicano/Latino chemical abuses are most likely to surface (Chemical Dependency concentration points): the courts, detoxification centers, half-way houses, etc.). CASA experience indicates that this position requires special skills in dealing with agencies and potential clients--skills that are frequently embodied by a worker who can function as both Advocate and Counselor. Therefore the special title. This position will also involve the development of client information materials to be developed with the Program Coordinator for utilization in "pre-" and intake counseling. The Field Liaison Counselor will coordinate his/her activities with both counselors and advocates and may serve as group facilitator.

3. Administrative Intake Specialist:

Will function under the direct supervision of the Coordinator as an executive secretary with the responsibility of (1) organizing, supervising and maintaining all clerical systems, functions and staff (CASA employees, volunteers, etc.); responsible for developing skills in recruiting and working with office volunteers. But will have client responsibilities as in-house intake worker, interviewing and screening potential clients and fielding client problems when counselors or advocates are not available. With training, may serve as group facilitator. Service on CASA Systems Review Committee. Aids in the development of program proposals.

4. Administrative Assistant:

CASA's former Research Analyst position must be modified to more adequately serve our evolving function. The new position will involve resource and data collection with respect to CASA worker and client statistics, but also for data on Chicano/Latino and Chemical Dependency research. Finally, the Administrative Assistant will participate in proposal writing and will function as office manager responsible for monitoring CASA's budget and for meeting overall office and program supply and resource needs. Since the Administrative Assistant is a key figure in the implementation of systems which facilitate client services, the position will involve membership on a standing Systems Review Committee.

5. In-House Counselors:

Now relieved of many advocacy functions, counselors will be responsible for up to twenty hours of counseling per week, including the leading of at least one counseling group. They are responsible for developing and implementing diagnostic criteria, for intake, client plans, referral to treatment centers, less routine court relations once clients are CASA enrolled; they are to implement appropriate referral and counseling; they are to plan out and monitor advocate's client supportive services and follow-up. They are to have a rotating head responsible to Program Coordinator. Finally, CASA's advocate and counselor rotating team heads are responsible for team coordination and accountability with the Program Coordinator as well as for communication between counselor and advocate components and with the Systems Review Committee.

6. Program Coordinator:

In addition to the coordinator's already specified role, (to develop and implement the various components of CASA's program, to meet contractual goals and to carry out proper functions with Hispanos En Minnesota's Executive Director and Board of Directors, etc.) the Coordinator will have special duties to develop the new CASA advocacy program and the new job functions designated above.

Final job descriptions, staff evaluative criteria and a new record-keeping system guaranteeing information flow, inter-staff communication, accountability, follow-up and overall service delivery will be established to implement our Coordinated Client Service Delivery System (CSDS) focused on prevention, education, referral, intervention and counseling.

III. CASA SERVICE DELIVERY SYSTEM

A. System Phases

While still needing conceptualization and "fine-tuning", Client Service Delivery System (CSDS) reorganizes CASA's function in terms of the following steps in client service, each step leading to the next:

1. Advocates and Field Liaison: Mass client outreach to a minimum of 5,000 Chicanos/Latinos.
2. Advocates and Field Liaison Counselor: Liaison to agencies and organizations representing and/or serving 3,000 Chicanos/Latinos.
3. Advocates and Field Liaison Counselor: Pre-counseling and advocacy to 1,100 Chicanos/Latinos (group, individual meetings, advocacy referral) leading to Counselor client intake.
4. In-House Counselors (with Administrative Intake Specialist): Client intake, diagnostic counseling to 550 clients.
5. In-House Counselors: Client referral to:
 - a. to CASA Intake Advocacy (Advocates) for 110 clients.
 - b. In-house extended counseling (group, individual) to 440 clients.
 - 1) Limited counseling (1-5 hours)
 - 2) Intermediate counseling (6-10 hours)
 - 3) On-going counseling (11+ hours)

- c. Non-CASA chemical dependency groups and treatment for 68 clients.
- d. Counselor-monitored Supportive Service Advocacy
- e. Follow-up Advocacy (Advocates, Field Liaison Counselor)
 - 1) Post-treatment advocacy
 - 2) Phase-out advocacy.

D. CASA Client Service Delivery System (CSDS) Details.

1. Client Outreach.

With the Coordinator's guidance, CASA Advocates and Field Liaison Counselor will develop a program of mass canvassing with the goal of reaching a minimum of 5,000 Chicanos/Latinos, or roughly one-tenth (1/10) of Minnesota's Chicano/Latino population. Outreach will include radio, TV, newspapers, leaflets, fact sheets, etc. It will involve bilingual, culturally-oriented information on Chemical Dependency and CASA's services, and will also reach many non-Chicanos/Latinos. The main emphasis here is to contribute to a drive toward community Chemical Dependency awareness, to mobilize the community against enabling patterns within the framework of Chicano/Latino culture.

Specific delivery: Between 25 and 50 chemically dependent or concerned others may seek counseling (see 4.) directly or indirectly as a result of this program.

2. Community Liaison.

This phase is designed to establish on-going liaison relations to reach agencies and organizations serving or representing a minimum composite sum of 3,000 Chicanos/Latinos with the end of some direct chemical dependency counseling referrals, but more generally, of participation, advocacy, educational and referral activity by CASA staff with the Chicanos and Latinos served. The phase has two major components:

a. Prime Chemical Dependency Concentration Points: the courts, detoxification centers, treatment centers, etc., for the Field Liaison Counselor.

b. Prime Chicano/Latino Concentration Points:

Hispanos En Minnesota, Inc. (HEM)
 Minnesota Migrant Council, Inc. (MMC)
 AVTI's providing programs for MMC clients, especially
 St. Paul TVI, Anoka AVTI, etc.
 Chicano/Latino Resource Center, University of Minnesota
 Macalester College Minority Program
 Bilingual Education, Migrant Tutorial and other school programs
 Centro Cultural Chicano
 Ramsey County Mental Health
 Migrant Education Program
 St. Paul CETA
 McDonough, Mt. Airy and West Side Projects
 Stillwater Prison

St. Cloud Reformatory
Guadalupe Church
Guadalupe Area Project
West Side R.A.P., etc.

Liaison function is to establish relations with sites chosen, to work with programs and become known to the Chicano/Latino target population. The minimal total of 3,000 will be confirmed by an Organization Registration form filled out by agency or program administrator contacted in person and confirming that program serves X Chicanos/Latinos enrolled in and/or in close touch with organization over the year.

Specific delivery: Roughly 25-50 people from 2.b. will go directly to CASA counseling as a result of these liaison efforts. But most clients from both 2.a. and 2.b. will first enter phase 3.

3. Pre-counseling Advocacy (Information, education, advocacy)
This phase consists of providing information, education, advocacy, chemical abuse identification to 1,100 Chicanos/Latinos in 2.a. and 2.b., resulting ultimately in referrals to CASA.
 - a. With respect to Chemical Dependency Concentration Points referred to in 2.a., pre-counseling may involve the briefest conversation or a long-term evolving relation with a client leading to, in some cases, a CASA client referral. It may involve assuring quick assistance from CASA counselors to win early client release from Detox or jail. It may often even involve referral not to CASA counseling but to advocacy pre-counseling.
 - b. Pre-counseling advocacy is to be intaked for 300 C/L clients at C.D. Concentration Points. For approximately 800 advocacy liaison clients registered in 2.b., CASA will provide pre-counseling advocacy, by providing a 1 to 2 hour educational workshop on chemical dependency, Chicano/Latino culture and the role of CASA for a significant number. The initial talk is to be followed or substituted by one-to-one work with individuals, and as advocate capacity develops, by more extended educational growth groups, which CASA will design in the second half of our fiscal year.

In sum, phase 3. will involve pre-counseling advocacy for 300 clients in 2.a. and 800 in 2.b. who will be exposed to important chemical dependency information. Of the 300 in 2.a., 225 (75%) should become CASA client intakes in 1979-80. Of the 800 in 2.b., 125 or 15.6% should become CASA client intakes (phase 4.). Clearly there is much more emphasis on prevention than counseling or treatment in 2.b.

4. Intake Counseling and Diagnosis
Counselors shall perform this function with 550-600 individual clients in 1979-80. Although the numbers flowing from specific sources are difficult to predict, CASA will attempt to keep data

on the flow source as a means of evaluating effectiveness of steps 1-3. We may anticipate the following breakdown:

1. General outreach	25	-	50
2. Advocate Liaisons	25	-	50
3. Advocate Pre-counseling			
Clients			
3.a.	225		
3.b.	125		
4. 1978-79 Carry-over			
Clients	150		

MINIMUM TOTAL: 550

We may also expect some clients who hear about CASA or a given CASA counselor from other clients. But we will not attempt to anticipate any numbers from this category.

Those clients reaching this stage will receive formal client intake and exploratory or diagnostic services, leading to appropriate referral (5.). This process may take 1-3 counseling sessions or roughly 1,100 counseling hours (averaging 2 hours per client).

5. Counselor Client Referrals.

During the year, CASA counselors will make one or more of the following referrals for the more than 550 clients receiving counseling intake:

	<u>Clients</u>	<u>Hours Involved</u>
a. CASA Intake Advocacy--20% or (Those not ready or appropriate for counseling may be referred back to advocates for further pre-counseling (3.) or follow-up leading to re-referral to intake counseling (4.) or phase-out referral (5.e.).)	110	0 (part of 4.)
b. CASA Extended Counseling (Individual or Group)--80%		
1) Limited (1-5 hours-- mean 3.5 hrs.)	440	1540
2) Intermediate (6-10 hrs.-- mean 8 hrs.)	110	880
3) Intensive (11+ hrs.-- mean 15 hrs.)	55	825
c. Chemical Dependency Treatment Referral	60	600
Of those 440 counseled, a certain percentage (25%?) will be diagnosed as needing treatment. CASA counselors		

should aim to place roughly 15% (or, 60% of the 25% diagnosed as requiring treatment--and 1% of the Minnesota Chicano/Latino estimated to be chemically dependent). This referral could occur coming out of S.a., S.b. or S.c. In itself, it may take as many as 1-15 counseling or counseling related hours to set up and actually deliver on treatment (10 hours mean)

- d. Counselor-Monitored Supportive Service Advocacy
This is to be distinguished from pre-counseling (3. or S.a.) and involves controlled, non-enabling advocate services during S.b. or S.c. Number of clients difficult to estimate.
- e. Follow-up Advocacy
 - 1) Post-treatment advocacy of phased-out CASA treatment referral.
 - 2) Phase-out advocacy, follow-up during positive or negative phase-out of clients from S.a., S.b., S.c. or S.e.

III. STATISTICAL SUMMARY

- A. Note on Counselor Time Utilization.
Assuming 20 hours a week for client counseling and treatment placement, Counselors may provide a maximum of 3,000 counseling hours: 20 hrs. x 3 Counselors x 50 weeks = 3,000. These 3,000 hours are to be so utilized as to provide the 5,025 counseling hours needed to implement CASA's program:

1,100 hours - individual intake assessment
600 hours - individual treatment referral
770 hours - extended individual counseling

2,500 hours - individual counseling hours

450 group hours with 3 clients per hour = 2,700 hours, or, in sum the utilization of 3,000 real hours to produce 5,250 counseling hour units.

This calculation shows that each counselor will have one 3-hour group of 3 people per week. He/she will have 20 hours per week for record keeping, advocate coordination, emergency, research, staff meetings, etc. This projection is based on a minimal number of groups while CASA develops a more specifically Chicano/Latino Chemical Dependency method and program.

CASA Client Service Delivery Program Guidelines

	Absalom, #1's	Ramsey 61%	Hanselman 31%	Outstate 8%
1. Outreach	5,000	3050	1550	400
2. Liaison to Agencies serving Chicanos/Latinos	3,000	1220	620	160
3. Pre-counseling				
a. Detox, Courts	300	185	93	24
b. Target Concentration	300	400	240	11
4. Intake Counseling/Diagnosis leading to referral (5.)	550	335	171	44
from 1.	(25)			
from 2.	(25)			
from 3.a.	(225)			
from 3.b.	(125)			
carryover	(150)			
5. Counselor Referral (550)				
a. CASA Intake Advocacy	110	67	34	9
b. CASA Extended Counseling (Group and/or Indiv.)	440	268	136	35
1) limited	440			
2) intermediate	110			
3) on-going	55			
c. Non-CASA group or treatment referrals of clients (of those in 4., 5.a. or 5.b.)	60	42	21	5
d. Counselor-Monitored Sup- portive Service Advocacy	(No figures can be projected at this time)			
e. Follow-up Advocacy	(No figures can be projected at this time)			

Of the 440 clients advanced into Extended Counseling, roughly 220 will go into group counseling for some length of time (1 or more sessions). Our unduplicated figures will show 550 total counseling clients, with some active both as individual and group clients according to counselor evaluation and staff capacity.

C. Unduplicated Summary:

Of 5,000+ Chicanos/Latinos reached, and of 1,100 of them who entered pre-counseling,

550 will be referred for intake/diagnosis

440 will take subsequent referral (see 5.)

60 will go into non-CASA groups or treatment.

The program is designed, then, for broad outreach and implementation of controlled quality services for an inversely smaller number of priority cases.

V. QUARTERLY PROJECTIONS OF PROGRAM IMPLEMENTATION

The first quarter of CASA's new funding year will involve orienting workers to the new program and the new office systems needed to make the program work. Advocates especially will require training and research time and program development work before actually instituting intensive client contacts.

However, by month three, advocates will have elaborated and partially implemented a plan of overall outreach and service. Each will have been assigned target areas to work, and the advocate staff will have developed their standard one-hour presentation.

Thus, advocate client numbers will be very low in the first quarter, with most of the direct service following the model of S.C.

On the other hand, counselors will complete their intake process on carry-over clients in the first month of program operation. They will also be receiving some new clients so that their overall quarterly proportion of counseling and referral should be more or less on target. In addition, relieved of most advocacy tasks, they may focus on developing better diagnostic, counseling, referral and retention techniques.

By the second quarter, advocates and Field Liaison Counselor will have begun meeting their yearly goal by accomplishing roughly 40% of the pre-counseling, referral and advocacy work by month six. Increasingly, they will develop skills to lead larger groups in 1-hour orientation/education groups, so that their pre-counseling intake flow should increase exponentially.

Our Field Liaison Counselor is already trained for much of his role, and with a clear, focused sense of his responsibilities he should be able to perform his function at a higher rate of efficiency and consistent service than ever before.

With new job titles and descriptions and a comprehensive and accessible accounting and data system, the Field Liaison Counselor, the Administrative Assistant and Administrative Intake Specialist should be able to function more effectively in all areas.

III. BUDGET CONSIDERATIONS

The budget which follows is a modification of the one presented in CASA's original funding proposal for 1979-80, with modifications based on the new priorities emanating from CASA's proposed Client Service Delivery System.

The most dramatic change from the original 1979-80 proposal is undoubtedly the increase in salaries by roughly \$18,000. However, it should be noted that most of this increase stems from a correction of an error of \$12,000 which we have now discovered to have been made in the salary totals for that budget. In effect, our program re-structuralization calls roughly for a \$6,000 salary increase for the year. We believe the salaries are absolutely essential for the purpose of keeping staff and instituting rigorous evaluation standards which will assure good client service.

Other items also receive some priority in our new program framework. Monies for training and consultation are essential, as are funds for research materials, tie-ins to the University of Minnesota bibliographical system, printing office supplies and even to a office remodeling to serve client groups, etc. Monies will be required for many new client-oriented materials for our extensive outreach campaign. Monies for posters, ads, etc. In addition, CASA's total outreach drive demands that we maintain a Minneapolis office and office telephone to advise our services to Hennepin County Chicanos and Latinos. The other changes would be to assign increased gas mileage to the Minneapolis effort, which would mean increased expenses for redneck service. CASA statistics indicate an increase in service with the establishment of our liaison office.

Rents for St. Paul must also be built into the contract on an anticipation of an end to the free rent situation at 202 Prescott Street. But that matter will refer to the second half of the funding year.

EXPENDITURES	1	2	3			4
	TOTAL	ADMIN/ FISCAL	Non-Residential			MAY DAY TREATMENT
			MT	MR	CD	
52100-Staff Compensation					114,000	
52200-Employee Benefits					15,400	
52300-Payroll Taxes					14,100	
52400-Professional Fees					600	
52500-Supplies					2,200	
52600-Telephone & Telegraph					3,100	
52700-Postage and Shipping					200	
52800-Occupancy (Except Dep)					1,450	
52900-Depreciation-Bldg.						
53000-Interest Expense					300	
53100-Outside Printing					2,600	
53200-Local Transportation					4,150	
53300-Professional Development						
53400-Subscriptions&Reference					100	
53500-Assist to Individuals					100	
53600-Organization Dues						
53700-Awards and Grants						
53800-Equipment (Except Dep)					800	
53900-Depreciation-Equipm						
54000-Miscellaneous					20,275	
54100-Dues/Support Payments						
SUBTOTAL						
ADM/FISC ALLOCATION						
TOTAL						
INCOME						177,943
Local Tax Support						
Contract Income						
(Specify)						
Grant-in-aid MI (non-res)						
Grant-in-aid MR (non-res)						
Grant-in-aid CD (non-res)						
Grant-in-aid Detox						
Grant-in-aid Halfway House						
Grant-in-aid Bill						
Grant-in-aid Individuals						
Private Insurance						
Grant-in-aid Grant						
Grant-in-aid						
Grant-in-aid						
Grant-in-aid (Specify)						
TOTAL						

BUDGET SUPPLEMENT
Fiscal Year 80

52100	<u>Staff Compensation</u> (See Attachment K)		<u>\$114,904.00</u>
52200	<u>Employee Benefits</u> Health Insurance for 9 full-time employees. Taken directly from the insurance company's invoice. Retirement Fund (3%)	\$ 12,505.00 2,000.00	<u>\$ 15,497.00</u>
52300	<u>Payroll Taxes</u> F.I.C.A. (6.13) U.C. (4.5) W.C. 23 per \$100	\$ 7,644.00 6,020.00 264.00	<u>\$ 14,124.00</u>
52400	<u>Professional Fees & Contract Service Payment</u> <u>Consultant Fees</u>		<u>\$ 800.00</u>
52500	<u>Supplies (Program and Office)</u> Office supplies based on experience of FY79. \$124/mo. Program supplies based on experience of FY79. \$67/mo. This includes cost of brochures, pamphlets, business cards.	\$ 1,485.00 800.00	<u>\$ 2,285.00</u>
52600	<u>Telephone & Telegraph</u> Based on FY 79 experience. \$263/month. Increased monthly cost due to intercom system and phone in Minneapolis office.		<u>\$ 3,165.00</u>
52700	<u>Postage and Shipping</u> Approximately \$25/month. Based on needs of FY 79.		<u>\$ 300.00</u>
52800	<u>Rent of Space</u> Rent for Minneapolis office, \$75/month. Possible St. Paul office		<u>\$ 900.00</u>
	<u>Utilities</u> Utilities for Minneapolis office, \$21/month. Possible St. Paul office		<u>\$ 250.00</u>
	<u>Remodeling and Renovation</u> Remodeling basement and front office to increase workable space	\$ 300.00	<u>\$ 1,450.00</u>
52900	<u>Interest Expense</u> The interest charge on a \$20,000 note to carry the program.		<u>\$ 800.00</u>

Outside Printing

\$ 1,100.00

929.99

Q 2,000.00

Local Transportation

1 - Advocate 200 miles/month

2 - Counselors 150 miles/month (each)

1 - Program Coordinator 200 miles/month

\$ 2,349.00

1 - Advocate 400 miles/ south

Mileage is 17¢ per mile.

\$ 1,710.00

100.63

\$ 4,150.00

Subscription and Reference Publications

Examples:

Drug Survival News

U.S. Journal of Drug and Alcohol Dependency

Association for the Advancement of the Mexican American

Nuestro

2455

240

1. *Staphylococcus aureus*

\$ 200.00

600.00

\$ 260.00

Organization, dues and memberships

N.I.A.A.A.

\$ 100.00

54930

Miscellaneous

Conventions, conferences, meetings and major trips.
Staff will attend workshops at various chemical
dependency institutions and conventions.

\$ 1,322.00

Boating and Liability Insurance
Hillman Jefferson Institute Company
Estimated costs, based on FY 79.

\$ 2,100.00

Management Package
(See Attachment)

\$ 15,550.00

\$ 20,274.00

MANAGEMENT PACKAGE

Executive Director	\$5,400.00	
Planning Director	1,000.00	
Accountant	<u>1,000.00</u>	\$ 9,000.00
P.T.O.A. (6.10)	\$ 551.00	
V.C. (4.5)	405.00	
U.S. 25¢ per 100	21.00	
Health Insurance Program	1,600.00	
Retirement (3%) paid by employer	<u>270.00</u>	\$2,927.00
Rent	\$ 300.00	
Supplies	500.00	
Travel	1,200.00	
Janitor	<u>1,500.00</u>	\$4,000.00
Executive Director Trip to NAMA Conference or Other Appropriate Conference (3 days)	\$ 500.00	
Estimated Travel Cost per item @ 75.00	<u>225.00</u>	\$ 725.00
		\$16,652.00

24

OPERATING EXPENSES
(MIGRANTS IN ACTION)

	D.O.L.	TREE CONTROL	C.A.S.A.	ADMIN.
Living:	6,471	55,735	26,327	\$13,168
Office Supplies				800
Program Supplis	1,800		3,185	
Telephone	3,250		2,665	730
Postage			643	300
Space Cost	2,700			
Interest			800	3,300
Outside Printing			1,500	
Staff Travel	2,683	9,600	5,700	141
Educational Conferences				
Equipment	1,800	31,284	700	2,260
Landing:				500
Subscriptions			194	
Consultant Fees		18,000		
Miscellaneous				20,999
Insurance		14,040		7,500
Personal Equipment		7,000		
	<u>\$75,704</u>	<u>\$157,709</u>	<u>\$141,450</u>	<u>\$33,605</u>

Migrants In Action's Total budget is 3374,863

DMH is 30% of total Programs but it only pays 29% of Administrative Cost.

STAFF

D.O.L.

Counselor Coordinator	\$10,500
Counselor	10,500
Manpower Aide	9,000
Manpower Aide	9,000
Manpower Aide	9,000
Manpower Aide	<u>9,000</u>
	\$ 57,000

STAFF

TREE CONTROL

Program Coordinator	\$9,000	
Foreman	9,025	
Foreman	<u>9,025</u>	\$27,050

STATE

C.A.S.A.

Program Coordinator	\$ 16,320
Administrative Assistant	13,166
Administrative Intake Specialist	11,731
Counselor II	12,305
Counselor II	12,305
Counselor I	12,305
Advocate I	10,867
Advocate II	11,731
Field Liaison Counselor	13,166
Advocate Trainee (\$11,000, \$10,000 of which is paid by St. Paul CETA)	<u>1,000</u>
	\$114,904

STAFF

ADMINISTRATION

Executive Director:

DOI.	\$7,500	
CASA.	5,400	
TRIME CONTROL	<u>1,739</u>	\$14,639

Accounting Coord.:

DOI.	\$5,625	
CASA.	1,800	
TRIME CONTROL	<u>5,618</u>	\$13,043

Payroll Clerk

4,815

Sec. Intake Specialist

<u>1,410</u>
<u>\$33,907</u>

AGREEMENT

The Board of Directors of Hispanos en Minnesota, Inc., a non-profit social service corporation, and Eduardo Villalon, individually, hereby agree that the position of Coordinator of the chemical abuse component of Hispanos en Minnesota, Inc., namely, the Chemical Abuse Service Agency (C.A.S.A.) will be held by Eduardo Villalon contingent upon the following:

- 1) That Eduardo Villalon will complete the degree program at Winona State University by May 23, 1980; and
- 2) That Eduardo Villalon will successfully complete the probationary period of 122 days mutually agreed upon by the parties hereto and pursuant to the Personnel Policies and Procedures of Hispanos en Minnesota, Inc., of which he is in receipt; and *usual conditions of employment*
- 3) That Eduardo Villalon's continuation with the program and/or agency and salary increases will be measured according to these mutually agreed-upon conditions.

E. Villalon
EDUARDO VILLALON

Alberto O. Miera, Jr.
ALBERTO O. MIERA, JR.
Chairperson
Board of Directors
HISPANOS EN MINNESOTA, INC.

Subscribed and sworn to before me
this ____ day of _____, 1980.

NOTARY PUBLIC

2/5/80
Note: Prior to expiration
of 2) above, redraft
so as to include the
"usual conditions" of HEM
employment.

CASA: AN OVERVIEW

C.A.S.A., the Chemical Abuse Service Agency, is a bilingual bicultural information, counseling and referral center, funded by the State of Minnesota through the office of Ramsey County Mental Health and administered by Hispanos En Minnesota, formerly Migrants in Action.

The main purpose of CASA is to offer help to Chicanos, Latinos and their "concerned others" with any problems related to chemical use, abuse or dependency. CASA also assists other social service providers to improve their delivery of services to our target group.

CASA has been in existence since the spring of 1977; it has offered client services since July of that year. The program was born from the concern expressed by several individuals and agencies of a need for a program to help deal with the problems of alcohol and other drug abuse, particularly on the West Side of St. Paul.

In particular, many people realized that the Chicano/Latino population was an underserved segment of the population with reference to chemical dependency. It therefore became one of the specific functions of CASA to be aware of and attentive to the C.D.-related needs of the Chicanos/Latinos and to provide them with bilingual/bicultural services.

Indeed, recent assessments and estimates indicate that there is a statewide need for chemical dependency services to the Chicano/Latino population.

Chicanos/Latinos are the largest minority in Minnesota with an estimated population of 49,500. The Hispanic population is increasing at the rate of 5.7% per annum with a concurrent increase in chemical abuse. The difficulties faced by chemically dependent Hispanics in obtaining adequate treatment are related to this particular population's bilingual/bicultural heritage.

In order to gauge the feasibility of utilizing existing out-patient treatment programs , in February, 1979, a random survey of 25 non-residential treatment programs was conducted on the availability of a bilingual counselor in these programs. The results showed that none was able to provide bilingual services and further established CASA as the only program able to do so.

Data documenting the need for bilingual/bicultural services was established by an examination of CASA client records which showed 30% to be Spanish speaking, 40% to be bilingual and 30% to be English speaking. It has been established that clients under stress, (e.g., in a counseling situation, etc.) revert to use of their first language. Therefore, for practical purposes, 70% of our chemically dependent clients are in need of bilingual services.

Further data on the need for bilingual/bicultural services was obtained by examining the record of referrals to CASA. From July 1, 1977 to March of 1979, 36% of all referrals were from legal or penal systems (Project Remand, Oficina Legal del West Side, prisons, detoxification centers, courts, etc.); 7% were from hospitals, physicians and chemical dependency treatment facilities.

Probably the best documentation of the need for CASA is in the numbers of clients served by this program since its inception. In 1978 there were 294 chemically dependent Chicanos/Latinos served at CASA. 148 of these clients received individual counseling; 146 were involved in group counseling programs.

By June 30, 1979, over 900 chemically dependent Chicanos/Latinos including the 294 served in 1978, will have received services through CASA's counseling program. In spite of its growing program outreach capacity, CASA has still only served 12% of the estimated 6,680 chemically dependent in the state of Minnesota.

The following is a summary of client statistics as of May 31, 1979, that is, before CASA had reached its present client totals.

- 65% were served in Ramsey County
- 30% were served in Hennepin County
- 5% were served in the Out-State Area

Over 300 were individual
Over 550 were clients in group counseling

10% of our clients were referred to Primary Treatment Centers
90% of our clients were counseled at CASA (group or individually)

30% of our clients were referred by our outreach efforts
19% of our clients were referred by the court system
14% of our clients were referred by detoxification centers.

75% of CASA's clients are male
25% of CASA's clients are female

Our clients are from the following age groups:
16% are under 18
82% are 19-59
2% are 60 or over

CASA accomplishes its program goals through the following methods:

A. Information

1. CASA constantly is engaged in research on chemical dependency and on Chicano/Latino culture as it relates to chemical use and client referral.
2. CASA disseminates the results of its research in bilingual printouts and in lectures, workshops and workshop programs offered by CASA advocates.
3. CASA's public presentations are aimed at chemical abuse prevention and education. Some are designed for potential clients, and some for social service agencies which require information on identification, intervention and referral of chemically dependent Chicanos/Latinos.

B. Counseling

1. CASA provides individual counseling for clients involved in chemical use and for the "concerned others" (family members, friends, etc.) who seek help and advice from CASA counselors.
2. Through a broad program of group counseling based on A.A., Alanon and other models, CASA provides services to special segments of its client population: groups according to age (pre-teens, teens, etc.), according to situation (programs at Stillwater and St. Cloud prisons), etc.

C. Referrals

As a component of Hispanos en Minnesota, CASA is able to provide clients access to the wide range of direct and referral services offered by its parent organization; inversely, HEM is a prime referral source for CASA. But clearly CASA has its own growing referral network established by constant agency outreach and our program of educational workshops. Many of the agencies both send and receive CASA clients.

CASA counseling generally leads to appropriate referrals. Among our more common linkages are:

1. Alcoholics Anonymous, Alanon
2. Detoxification Centers
3. Half-way Houses
4. Crisis Intervention
5. Residential Primary Treatment Centers
6. Non-Chemical Dependency Services
 - a. Legal
 - b. Financial
 - c. Medical
 - d. Employment
 - e. Training

D. A Note on CASA Statewide Outreach

Although only a small part of CASA's budget currently provides for outreach beyond its primary service area, first through its satellite office at the Centro Cultural Chicano (1800 Olson Highway, Minneapolis) and second through its growing range of contact agencies throughout Minnesota. The counties that CASA has been involved in out-state include:

Dakota	Washington	Meeker	Anoka	Pine
Martin	Watsonwan	Freeborn	Nicollet	Sibley
Blue Earth	Red Lake	Olmstead	Goodhue	McLeod

Plans for the future

CASA's plans for the future center on the need to improve existing research,

informational, counseling and referral capacity, and the need to extend our program to a much greater number of Chicanos/Latinos in need of our services throughout Minnesota.

Our main concern in the immediate future centers on the question of adequate chemical dependency treatment for Chicanos/Latinos. At present, CASA IS NOT A TREATMENT CENTER. In fact, there are no chemical dependency treatment centers, outpatient programs, nor half-way houses that are primarily bilingual or bicultural in Minnesota. Since CASA is the only chemical dependency counseling agency in the state whose primary purpose is to serve Hispanics, we believe it is our mission to promote and actually establish a Chicano/Latino treatment program.

All the data available clearly supports the need for the establishment of an on-going bilingual-bicultural out-patient chemical abuse treatment program designed to assist the Hispanic client toward total rehabilitation through realistic treatment of chemical usage.

In the future, our effort will be to improve and further systematize our total service capacity and address the need for actual chemical dependency treatment of Minnesota Chicanos/Latinos.

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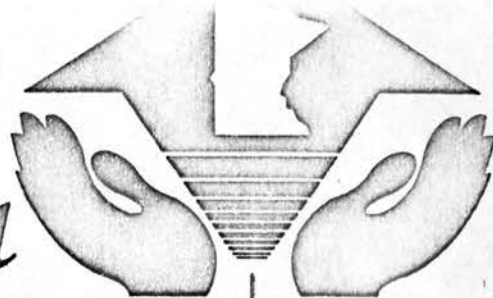
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In the future, our effort will be to improve and further systematize our total service capacity and address the need for actual chemical dependency treatment of Minnesota Chicanos/Latinos.

Hispanos *en* Minnesota

Formerly Migrants in Action



To: HEM Board of Directors

From: Marc Zimmerman, CASA Program Coordinator *M. Z.*

Date: 6/12/79

Re: Monthly Report

Enclosed with this summary report are the following items for Board Records:

- a. A summary of CASA services for May.
- b. A brief preliminary report on CASA's conference.
- c. A packet of materials utilized at the conference
--including my introductory talk on Chicanos/Latinos
and chemical abuse.
- d. An updated summary statement on CASA, which may be modified
each quarter.
- e. Answers to questions requested by Mr. Roy Garza for
the purpose of his presentation of arguments for CASA
refunding--to be utilized in Ramsey County Mental Health
policy meetings in the coming weeks.

During May, CASA staff activity focussed on preparation for Ramsey County Mental Health's on-site review and our CASA conference. In addition, normal counseling, group meetings and workshops took place.

We believe our conference was "serious" and relatively successful, although the "no shows" from treatment centers, etc. indicate that CASA must address the question of improving its metro-area linkages. Most positively, conference educational activities enabled CASA to meet its contracted annual workshop total a month ahead of schedule. In May, CASA held two regular workshops of 8 hours.

1162 Selby Avenue • St. Paul, Minnesota 55104 • (612) 646-4566

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Education
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Intervention

An Equal
Opportunity Employer

A United Way
Agency



Serving Minnesota's
Largest Minority
Hispanics
Latinos
Chicanos

The conference will count as four additional 8 hour workshops. Roy Garza indicates that RCMH will accept this accounting. In effect, then, CASA has, through these workshops, met all its 1978-79 contractual goals a little less than a month before the end of the contract year.

We are still awaiting RCMH on-site review report. But advance information indicates:

- a. it will recommend CASA's continuation.
- b. it will recommend basic changes in CASA's program that will affect future allocation and utilization of funds and program development, especially in terms of our educational workshop function and advocacy role.

We have received word (which RCMH and CASA hope to have in writing shortly) that the underserved population chemical dependency programs will be refunded for 1979-80. However, RCMH has not yet reached a definitive decision on the degree of refunding for the specific C.D. agencies involved. At this point, Roy Garza has notified us that RCMH will fund CASA at least until 12/31/79. He has instructed us to re-write our 1979-80 contract proposal in function of the on-site review recommendations, and of an anticipation of a 7% hike in funding for the year. We should note, however, that, as enclosure e suggests, nothing is official at this time. We can be sure that CASA will exist at least until 12/31, but at what level of support and according to what criteria--these matters are not yet firm.

Roy Garza has also indicated that CASA should examine its 1978-79 budget to see how we may wish to spend monies that are still available to us by June 30. However, most of CASA's projected unspent monies (possibly \$9,000) are in salaries which we cannot apply to other line items. After exploring every possible avenue for re-allocating these monies, we have concluded that we will have to return these monies to RCMH. We will of course continue to seek another alternative.

CASA staff members are making recommendations for money utilization for 6/79 and then for 7/31-12/31/79. However CASA cannot reach definitive conclusions until we have received RCMH's on-site review report which will indicate how our monitoring agency wishes us to restructure our program and priorities. In addition, we need further instructions on the per centage to which we can transfer monies among line items on the 1978-79 contract at this late date. We may request technical assistance from RCMH in this and other matters. But we are concerned that RCMH recommendations may cut into CASA terrain (for instance, out-state service delivery) that we do not necessarily wish to give up. Thus there are aspects of the anticipated report that we may respond to before reconceptualizing our budget in their light.

In sum, then, CASA has met its 1978-79 contractual commitments. We will be refunded for at least six months and probably for the whole year. But we are in a moment of transition, with many questions that require answering. We have many ideas for how CASA should develop, but we need to examine the on-site review report before we can have a clearer sense of how to proceed.

Future Prospects for U.S. Chicanos and Latinos
and the
Role of Drug Abuse Prevention

Prepared for the Conference
"Latino Aspects of Chemical Abuse"
Chemical Abuse Service Agency
June 1, 1979

Marc Zimmerman
Program Coordinator
Chemical Abuse Service Agency
(A Component of Hispanos En Minnesota, Inc.)
203 Prescott Avenue
St. Paul, Minnesota 55107

(NOT FOR PUBLICATION OR CITATION WITHOUT PERMISSION)

INTRODUCTION

On behalf of CASA, the Chemical Abuse Service Agency, and our parent organization, Hispanos En Minnesota, I should like to welcome all of you who have come to join us for the CASA Conference on Chemical Dependency and the Chicano-Latino family.

The purpose of this conference is to explore the relation between chemical dependency and the Chicano-Latino family seen as a locus of Chicano-Latino identity and culture. CASA exists because of the special relation that exists between chemical abuse and Chicano-Latino culture. In fact, our very existence is founded on the premise that Chicano-Latino chemical abuse has particular roots and contours different from the other segments of American society, and that the delivery of chemical abuse services through established organizations and agencies requires the special mediation of those with expertise in dealing with Chicanos and Latinos. Since family relations are central to Chicano culture in a fairly special way, we have chosen to focus our attention on the family in this conference. Our hope is that the conference will be illuminating to members of the Chicano-Latino community and to the many social service and chemical dependency specialists who are with us today--that we will all learn something that will enable us to better deal with the problems on which we will focus.

As most of you know, the Chicano-Latino population is fast on the way to becoming the largest minority in the U.S. The descendants of the initial Southwestern Mexican population has been joined by successive waves of immigrating Mexican workers, as well as substantial masses from oppressed and underdeveloped Latin American countries. The U.S. has also become home to a large exodus from Cuba, so that in effect, the U.S. is experiencing an ironic and potentially explosive reversal of its process of expansion and domination.

Indeed, the long-standing U.S. exploitation of Mexican and Latin American peoples has become more and more a situation internal to the U.S., and now, in a way, the U.S. is becoming part of Latin America, as Latin America is now part of our own nation...to the degree that, as some wits would have it, not too far down the road, the U.S. Anglo population might well need programs in Spanish as a Second Language.

The implications of the projected Chicano/Latino population growth on present and future U.S. development are worth giving some thought, even as we address the apparently narrower subject which will be the focus of our attention for the next two days. For the question of chemical abuse and the Latino family structure is a symptomatic nodal point for deeper concerns facing Chicano and Latino communities and the entire U.S. population in the years to come.

Certain crucial aspects of the future are suggested by the historian of Mexico, John Womack with relation to the question of continuing immigra-

tion from Mexico:

By the year 2,000 there will be roughly one hundred and twenty million Mexicans; there will be forty million ready and able to work; and if things continue at the present rate (which is in fact likely to accelerate), there will probably be more than twelve million unemployed Mexicans attempting to cross the border. By that time, the migration into this country will have already made the Mexicans by far the largest minority in this country. This creates obvious social strains on top of the structural and class problems that already exist. We will have a vast population of unskilled, poorly educated, Spanish-speaking workers inserted into a society based on advanced technology and capital-intensive labor; we will have a population needing housing, social services, education and jobs in a nation whose own logic or illogic of development may well leave it ill-prepared to deal with the contradictions it has engendered.

At the present time, and even more so in the years to come, U.S. Chicanos and Latinos will be a people going through a painful process of transformation--one in which in varying degrees they will attempt to hold on to their cultural identity and transform their identity to keep pace with changes in society at large. Yet now and for some time, there will be vast numbers of Chicanos and Latinos who will not wish to acculturate fully into advanced industrial or "Anglo" society. For every one who wishes to do so, there will be many others so alienated by a society based on social domination on institutionalized racism and oppression that they will not want to integrate themselves. And even many Chicano and Latino workers who want to will be unable to adequately integrate themselves into the mainstream of American life, because their role as cheap labor source is all too convenient for certain powerful groups in this country. Thus, many Chicanos and Latinos will continue to seek their solace from the wear and tear of social domination in what they can salvage of their traditional cultural patterns and relations--and most specifically in their cultural base--in the extended family, in their compadres, comadres and carnales--in la raza.

But Chicano culture will not be able to remain the same in a changing world, and if society evolves along its present road, Chicano or Latino culture may prove less and less able to meet its old needs, of providing all which the governments of domination (whether in Mexico, Latin America or the U.S.) have not provided.

In fact, it is the view of some of the leading students of Chicano history that unless the Chicanos develop their culture in ways which integrate a progressive political dimension (able to overcome in fact certain community splits based on compadre or extended kinship patterns), unless Chicanos can form effective alliances and struggle effectively for progress in education, employment opportunities--for the overall quality of their lives, large numbers will be sunk in the backwaters of American life in a society that will move toward a greater division of rich and poor, of haves and have nots.

Given the present situation of growing inflation, of growing tax revolts, of cutbacks to social services, of eroding affirmative action, and apathy about human and social rights, we can readily understand the warnings of Chicano/Latino specialists about a possible expansion of the worst things that are already happening to Chicanos and Latinos--increased unemployment, increased poverty, the breakdown of families and whole communities, the survival and assertion of only the most negative aspects of culture.

The need to struggle against the deterioration of Chicano/Latino pride, the need for health and confidence to struggle against oppression and exclusion, is central to any positive future for Chicanos/Latinos. And in this context, the struggle against Chicano/Latino chemical dependency is one of several key fronts in an all-out battle for Chicano/

Latino survival and growth.

While there are many reasons why different segments of any population turn to excess in drink and drugs, there seems little doubt that one of the prime reasons why Chicanos and Latinos may so turn is related to oppression and loss of hope in external society, as well as lack of adequate or proper support in the core group to which the dependent person may turn.

That is, while biological and chemical factors may determine which drinkers and users become fully dependent, the factors leading them to use may be social. While the chemically dependent may share several common characteristics which collapse several cultural differences, nevertheless, the patterns of evasion, of self-deceit, of habit maintenance, of seeking and finding enablers, of resisting help, of rejecting any possible or adequate road to rehabilitation are imbedded in culture as it evolves in concrete historical circumstances.

As I indicated in my Introduction, C.A.S.A.¹ exists because of the linkages which exist between Chicano/Latino chemical dependency and Chicano culture--and since this culture centers on its own rather special definition of family and the relation of that family to the structures and institutions of dominant U.S. society, we have felt it best to focus on the question of family in this conference.

Here, family will mean extended as opposed to nuclear family. It means family as source of strength, but also, given the impact of modernization and urbanization, family as source of problem--as the enabling family for the chemically dependent.

This conference will attempt to deal with the questions of Chicano/Latino chemical dependency in relation to Chicano/Latino family patterns

and in relation to Chicano culture--as all of these matters relate to existing conditions in U.S. society. We will hear many definitions of chemical dependency, family and Chicano/Latino culture, etc. But we should see all of these things and C.D. itself in relation to the larger question of the future of the Chicanos and Latinos in the U.S.--what the larger society can do, what Chicanos/Latinos can do, to avert a crisis in the years to come.

1. What will happen if CASA is defunded?

Many clients now receiving and many others thinking of receiving help will not be helped. We believe that without CASA, many Chicanos/Latinos will not seek any help unless forced to by courts. Many of even the latter will not follow through on programs and may land in jail or prison when their real problem is chemical abuse or dependency.

Chicanos/Latinos will be deprived of a service they sorely need--to deal with a series of problems that can be related to their under-privileged position in U.S. society and in Minnesota.

2. What will happen if CASA is reduced by 10%?

The small advance CASA has made in serving Chicanos/Latinos statewide will be halted. Even Hennepin County services will be reduced, and CASA will become a St. Paul service. Plans for better utilizing our outreach capacity even in the county area will be curtailed. In effect, given rising costs, CASA, even improving the efficiency of its operation, will be leaving many Chicanos and Latinos in the lurch. A disservice will be done to a considerable proportion of the Chicanos and Latinos who bring revenue to the state. Given the factors of language and culture, as well as the statewide dispersal of this population (as compared with at least some other special group) a curtailment of 10% will be especially damaging. A grassroots organization such as CASA has special needs to upgrade staff C.D. education and "professionalism", but a 10% cut will mean reducing CASA to delivery of services (quantity) with little monies available for upgrading (quality).

3. What will happen if funding is kept at the same level?

Given inflation, the answer to #3 is virtually the same as #2--it is questionable that even improved cost-efficiency can offset the inroads on services and upgrading made by inflation. CASA would survive, but it would have difficulty moving ahead in any substantial direction.

4. What will happen if CASA funding is increased by seven per cent?

CASA will be able to maintain and improve services both in quantity and quality. By a careful re-structuring of the CASA program, we will be able to maintain and possibly extend our services in Hennepin County and statewide. First, CASA will undergo a complete revamping of its service system--information flow, accountability, etc. Current plans call for a revamping of workshop and group systems for better efficiency and service. Linkages with migrant programs and with other agencies serving Chicanos/Latinos will be strengthened. A regular in-house workshop schedule will be maintained, as well as programs with schools serving Chicanos/Latinos. CASA will have the monies to institute a system that will prove cost-effective far beyond the seven per cent invested. A considerably higher percentage

of the state's Chicano/Latino population should be served (and better served) under the new system. Staff education and professionalism will be upgraded.

Counseling & Intervention
203 Prescott
St. Paul, Mn. 55107
227-0831



Education & Research
A Component of M. I. A.
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24 Hours: 227-7001

6/12/79.

PRELIMINARY REPORT OF CONFERENCE EXPENDITURES

1. Band	\$ 275.00
2. Awards	10.00
3. Program Supplies	30.00
4. Neighborhood House:	
a. Maintenance	\$110.00
b. Bus	30.00
c. Supplies (coffee, spoons, sugar, cream)	60.00
	<u>\$200.00</u>
	200.00
5. Printing:	
a. Flyers	\$ 37.00
b. Dance Tickets	20.00
c. Design of Poster	15.00
d. Conference Signs	44.00
	<u>\$116.00</u>
	116.00
6. Postage	45.00
	<u> </u>
	TOTAL: \$691.00

Attendance including Friday and Saturday for the Conference.....150

Attendance for Saturday Night Dance.....100

CHEMICAL ABUSE SERVICE AGENCY (C.A.S.A.) CONFERENCE
NEIGHBORHOOD HOUSE, 179 East Robie St., St. Paul, MN 55107
June 1 and 2, 1979 (Friday and Saturday)

FRIDAY

- 8:00-9:30 Registration
9:40-9:45 Welcome - Marc Zimmerman, Program Coordinator
9:45-9:55 Invocation - Father Monsour, Guadalupe Church
9:55-10:10 General Chicano-Latino National, State and Community Services To Meet Needs
Marc Zimmerman, Program Coordinator
10:10-10:25 History of CASA, National Scene
Frank Guzman
10:25-10:55 Twin Cities - Ricardo Nevilles
10:55-11:05 CASA Today and Tomorrow: Services, Staff, Groups, Workshops, Individual Counseling
Marc Zimmerman, Program Coordinator
11:05-11:25 Court Advocacy, C.D. and the Family
Frank Gallegos
11:25-12:00 Family Sculpture - Ted Guzman and CASA Staff
12:00-1:00 Lunch (Meal available for purchase)
1:00-1:10 General Meeting
1:15-2:30 LATINO ASPECTS OF CHEMICAL DEPENDENCY
Children's Workshop, Jeane Peters, CASA Counselor
Adolescent's Workshop, Sister Giovanni, Guadalupe Area Project
Adult's Workshop, Lee Bowman, CASA Advocate
Senior Citizen's Workshop (Discussion Panel)
Jose Gaitan, Marc Zimmerman, William Reyes
#1 Chicano Psyche, The Essence of Being Chicano
Sam Hernandez
3:00-4:00 LATINO ASPECTS OF CHEMICAL DEPENDENCY
Children's Workshop, Jeane Peters, CASA Counselor
Adolescent's Workshop, Carmen Mercado
Adult's Workshop, Aztlan Cultural Organization, Pat O'Brien,
Senior Citizen's Workshop (Discussion Panel)
Jose Gaitan, Marc Zimmerman, William Reyes
#2 Chicano Psyche, The Essence of Being Chicano
Sam Hernandez
4:00-6:00 Dinner (Meal Available for Purchase)
5:00-6:00 Entertainment

SATURDAY

- 8:00-9:30 Registration
9:30-10:00 CASA: Past, Present and Future
Marc Zimmerman, Program Coordinator
Prospects for Minnesota Spanish Speaking and the Role of CASA - Jose Trejo, Executive Director
Spanish Speaking Affairs Council
Children's Workshop, Jeane Peters, CASA Counselor
10:00-11:00 Keynote Speaker: Irma Kramer
Latinas and Chemical Dependency
Children's Workshop, Jeane Peters, CASA Counselor
11:00-12:00 LATINO ASPECTS OF CHEMICAL DEPENDENCY
Children's Workshop, Jeane Peters, CASA Counselor
Adolescent's Workshop, Yasmin Overlid, former CASA Counselor
Adult's Workshop, Lee Bowman, CASA Advocate
Senior Citizen's Workshop (Discussion Panel)
Jose Gaitan, Marc Zimmerman, William Reyes
#3 Chicano Psyche, The Essence of Being Chicano
Sam Hernandez
12:00-1:15 Lunch (Meal available for purchase)
1:15-1:25 General Meeting
LATINO ASPECTS OF CHEMICAL DEPENDENCY
1:15-2:30 Children's Workshop, Jeane Peters, CASA Counselor
1:30-2:30 Adolescent's Workshop, Irma Kramer
Adult's Workshop, Crisis Intervention Procedures
Lee Bowman, CASA Advocate
Senior Citizen's Workshop (Discussion Panel)
Jose Gaitan, Marc Zimmerman, William Reyes
#4 Chicano Psyche, The Essence of Being Chicano
Sam Hernandez
2:30-5:00 Chicano Psyche, Sam Hernandez
Curanderismo, Alfredo Gonzales
5:00-6:00 Dinner (Meal available for purchase)
9:00-12:00 Dance (Quien)
9:40 Awards

Conference Art Display by: Compas/Intersection

CONFERENCE EVALUATION

Total Length of Time You Attended the Conference (in hours): _____

Date You Attended the Conference: _____

Please mark the spaces which best reflect your feelings about the conference and the information that was presented.

1. Overall, how would you rate the information given?

Excellent _____ Good _____ Fair _____ Poor _____

2. How effective were the workshops?

Excellent _____ Good _____ Fair _____ Poor _____

3. How effective were the speakers?

Excellent _____ Good _____ Fair _____ Poor _____

4. How did the conference relate the need for better service to the Spanish-speaking population?

Excellent _____ Good _____ Fair _____ Poor _____

5. How did the conference relate the issues of chemical dependency and the Latino family and culture?

Excellent _____ Good _____ Fair _____ Poor _____

6. How aware did the conference make you of what can be done?

Excellent _____ Good _____ Fair _____ Poor _____

7. What information not given would you like to see in future meetings or workshops with C.A.S.A.?

8. Do you think your agency, or one you know of, would be interested in a C.A.S.A. Workshop?

Yes _____ Perhaps _____ No _____

9. If "yes" or "perhaps", please give us agency name, address, phone number and contact person:



Cooperating Fund Drive Inc.

Room 503 Nalpak Building
St. Paul, Minn. 55101
612-291-8324

WHAT IS THE COOPERATING FUND DRIVE?

The Cooperating Fund Drive (CFD) is a federation of sixteen community improvement organizations which have four things in common:

1. We believe that there is a better way. A better way to teach our children. A better way to use our tax dollars. A better way to deliver the services so desperately needed by our friends, our families and our neighbors.
2. Not only do we believe there is a better way, we are acting to create that way. Some of us by setting up service agencies, some of us by working with, planning with and sometimes arguing with government agencies, businesses and institutions which serve the people of the Twin Cities.
3. We also believe that as long as there are children there will be a need continually review and update our education processes. As long as there are tenants there will be a need to solve rental problems. And as long as there are people there will be a need for people to work together, plan together and solve their own problems together.
4. Finally, we believe that working together to solve our own problems is so important that we have established agencies and organizations to solve these problems. But these groups must be maintained and developed. That's why we've become the Cooperating Fund Drive.

WHY WORK TOGETHER?

The leaders and staff of most agencies and organizations in the Cooperating Fund Drive spend between 30% and 40% of their time raising funds for their organizations. Some spend up to 75%. This obviously is not why these organizations were created. They were created to better the human condition of their individual constituencies. But without these sustaining monies or at least the expertise to raise ongoing funds, most of these organizations will be forced to:

1. Go out of business altogether.
2. Spend an ever increasing amount of time on fundraising.
3. Spend an ever increasing amount of time on projects for which monies are available rather than their original purpose.
4. Reduce their budget and thus their effectiveness to such an extent as to render them ineffective.

None of these options are very attractive to us. We know there must be some way to provide sustaining monies for community improvement efforts. We feel the answer is a common one, federated fundraising. Arts and Science Councils raise funds for diverse organizations. Independent high schools raise funds together and of course United Way raises a good deal of funds for many social service agencies.

But we need your help, your faith and your goodwill. We plan to be around for a long time but we won't last long without your assistance. We would like you to do four things: First of all, buy at least one ticket to this event. Secondly, come to the celebration and talk to us, hear what we have to say and tell us what you think. Third, tell your friends about us and finally (and most important) keep us in mind. We'll be here for a while.

YOUR \$10.00 SPONSORSHIP OF THIS CELEBRATION WILL ENABLE:

SOUTHSIDE FAMILY SCHOOL to send one child on ten weekly field trips

OR...

WEST BANK COMMUNITY DEVELOPMENT CORPORATION to prepare educational materials for a neighborhood workshop on self-help economic development

OR...

CHICANOS-LATINOS EMPLOYMENT OPPORTUNITIES to interview and counsel one Spanish speaking person towards securing gainful and meaningful employment

OR...

EAST-WEST BANK TENANTS UNION to pay for the layout of its newsletter which reaches over two thousand Cedar-Riverside residents.

OR...

LEXINGTON-HAMLINE COMMUNITY COUNCIL to print and mail two hundred copies of its neighborhood newsletter, "The Eavesdropper."

OR...

INNER URBAN CATHOLIC COALITION to work with senior citizens on one major issue

OR...

HEALTH ETC to give four pap smears to detect cervical cancer or give one child a full examination

OR...

MINNESOTA TENANTS UNION to print twenty copies of it "Know Your Tenants Rights" handbook which is used by tenants, landlords, lawyers and judges

OR...

CHILD CARE RESOURCE CENTER to help four parents find child care for their children so that they might return to work

OR...

UNITED HANDICAPPED FEDERATION to help defray the costs of transportation so that handicapped people might represent themselves at public meetings

OR...

RED SCHOOL HOUSE to provide twenty-five kids with pre-school breakfasts

OR...

NURSING HOME RESIDENTS ADVISORY COUNCIL to provide transportation to three nursing home residents to speak with their legislators at the State Capitol

OR...

SAINT PAUL TENANTS UNION to help solve eight landlord-tenant disputes

OR...

EDUCATION EXPLORATION CENTER to donate two copies of its recently published book Teaching Human Dignity to struggling alternative schools

OR...

WEST SEVENTH STREET FEDERATION to get the city to fill in neighborhood potholes

OR... CFD'S NEWEST MEMBER

CENTER FOR LOCAL SELF-RELIANCE to do three energy audits of older homes in South Minneapolis.

Intervention and Counseling

203 Prescott Ave. St. Paul, Mn 55107
122 W. FRANKLIN AVE. MINNEAPOLIS Mn. 55405 RM. 1

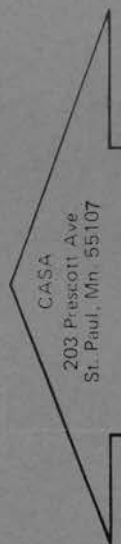
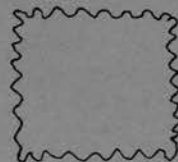
CASA, in Spanish, means "house." Intervention and counseling staff are located at Prescott House. Prescott House es una casa situada en el centro de la comunidad Chicana en el West Side de St. Paul, y MPLS.

The atmosphere at la casa is warm, friendly, and staffed by sincere, skilled counselors. CASA counselors speak Spanish, have knowledge of the Chicano culture, and have expertise in the field of drug and alcohol abuse. The bilingual bicultural atmosphere assures Chicanos seeking help that their needs will be met in the best way possible.

Our clients receive individual and family counseling, therapy groups, y buena plática. Other activities at Prescott House include cultural awareness groups, self-help groups, Bilingual AA and Alanon meetings. Please call us at 227-0831 to obtain a further listing of our weekly activities or 870-3657 in MPLS

CASA esta orgulloso de poder ofrecer los siguientes servicios con un ambiente bilingue y bicultural:

- Crisis Intervention
- Diagnosis
- Referral
- Individual and family counseling
- Bilingual support groups
- AA, Alanon, Alateen meetings
- Cultural Awareness Activities
- Court advocacy related to drug/alcohol abuse
- Chemical dependency training for community service agencies
- Bicultural training for chemical dependency specialists
- Workshops and Seminars
- Bilingual chemical dependency literature and Resource Center



Counseling and Intervention
203 Prescott Ave.
St. Paul, Mn 55107
227-0831
24 Hours
227-7001

MINNEAPOLIS MIA-CASA
1800 Olson Memorial Hwy
MPLS MN 55411
374-1119

Education and Research
Education and Research
1162 Selby Ave.
St. Paul, Mn. 55404
646-7817

CASA

Chemical Abuse Service Agency
A Component of M. I. A.



A Bilingual/Bicultural Minnesota Program

Chicanos/ Latinos en Minnesota?

Si. Chicanos/Latinos constituyen la mas grande minoría en Minnesota.

Chicanos comprise the largest minority in Minnesota



Over 49,500 Chicanos live in Minnesota with 78% of the population living in the seven county Twin Cities area. We know that about 13,500 Chicanos/Latinos live in St. Paul and about 10,000 reside in Mpls.

"But," you say, "we don't see any Chicanos at our Alcohol/Drug treatment centers. . ."

We wish we could say it was because Chicanos don't have drug or alcohol problems. Desafortunadamente, no es así. The State Alcohol and Drug Abuse

Authority estimates that over 7,000 Chicanos in the state are chemically dependent and over 38% are in need of some drug/alcohol related services.

¿Qué es el problema? CONFIDENTIAL

Nosotros comprendemos que existen muchas personas que tienen problemas con la bebida u otras drogas pero no han podido conseguir ayuda por falta de alguien que hable español.

We realize that language barriers, cultural differences, and migrant status are often among the problems faced by Chicanos/Latinos seeking help for drug/alcohol problems.

CASA, Chemical Abuse Service Agency was developed to better meet the needs of the Spanish speaking communities in Minnesota. Through our bilingual and bicultural program we are more attentive to the special needs of our Chicano/Latino carnales and their alcohol/drug abuse problems.

TROUBLED?

Need Someone to Talk to?

There's Always Somebody
who Cares at

227-0831 9AM To 5pm M-F.
CRISIS NUMBER → **227-7001** =BEEPER 24 HOURS

CASA es una agencia que funciona con fondos del Governor's Bill en Chemical Dependency. Hay dos partes de la agencia:

INTERVENTION & COUNSELING
AND
EDUCATION, & RESEARCH

Education and Research

This component is involved in identification, outreach, and prevention of chemical dependency among Chicanos/Latinos.

Through a comprehensive drug/alcohol education and prevention program we are increasing the awareness of the hazards of drug and alcohol abuse within the Chicano communities.

We also provide training programs for community service agencies and chemical dependency specialists. Through our program we give professionals in the field an understanding of the Chicano experience and better skills to work more effectively with Chicano/Latino clients. Please call us at 227-0831.

Problemas con drogas y bebidas afectan a todo el mundo. Juntos podremos ayudar a resolver estos problemas.

ALL

Services

FREE

Counseling & Intervention
203 Prescott
St. Paul, Mn. 55107
227-0831

Education & Research
A Component of M. I. A.
Mpls. Office 870-3657
24 Hours: 227-7001



CASA STAFF

Marc Zimmerman	Program Coordinator*
Lee Bowman	Advocate* **
Leonor Brandt	Advocate* **
Linda Romero	Advocate**
Carmen Rodriguez	Court Liaison* **
Pedro Roybal	Counselor* **
Ted Guzman	Counselor* **
Jeane Mikulich Peters	Counselor*
Kathy Nasi	Research Analyst
Kathy Maldonado	Secretary*

Volunteers

Paul Sanchez* **
Ricardo Sepeda**

*Bilingual
**Bicultural

Counseling & Intervention

203 Prescott

St. Paul, Mn. 55107

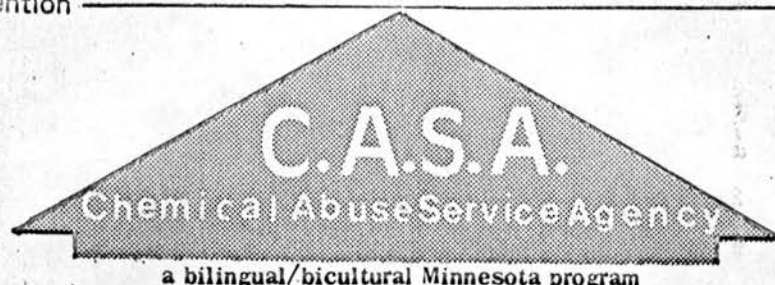
227-0831

Education & Research

A Component of M. I. A.

Mpls. Office 870-3657

24 Hours: 227-7001



GROUPS

Mt. Airy Pre-Teen
Mt. Airy Community Center
St. Paul, MN
Wednesday, 4:00 - 5:30 p.m.

Carmen Rodriguez
English

McDonough Homes Pre-Teen
1516 Klainert, #D
St. Paul, MN
Monday, 4:00 - 5:30 p.m.

Carmen Rodriguez
English

The City Inc. Pre-Teen Group
1536 E. Lake St.
Minneapolis, MN
Tuesday, 6:00 - 7:30 p.m.

Carmen Rodriguez
English

Bicultural Group
St. Cloud, MN
Monday, 6:00 - 9:00 p.m.

Pedro Roybal
Bilingual

Operation Pinto: A.A. Orientation
Stillwater, MN
Wednesday, 6:00 - 9:00 p.m.

Pedro Roybal
Bilingual

Chemical Dependency Awareness
1800 Olson Memorial Highway
Minneapolis, MN
Thursday, 7:00 - 9:00 p.m.

Pedro Roybal
English

La Raza A.A.
Litchfield, MN
Friday, 8:00 - 10:00 p.m.

Pedro Roybal
Bilingual

Chemical Dependency Education and Self-Growth
203 Prescott
St. Paul, MN
Tuesday, 6:00 - 9:00 p.m.

Ted Guzman
Bilingual

Families Anonymous
203 Prescott
St. Paul, MN
Monday, 7:30 - 9:00 p.m.

Jeane Peters
English

Pre-Teen
203 Prescott
St. Paul, MN
Wednesday, 4:00 - 5:00 p.m.

Jeane Peters
Bilingual

GROUP DESCRIPTIONS

Bicultural Group - St. Cloud Reformatory - Pedro Roybal

How to deal with the use/abuse of chemicals in an institutional setting due to the many conflicts that occur in incarceration for Chicanos/Latinos due to non-sensitivity on part of gatekeepers.

Operation Pinto - Stillwater State Prison - Pedro Roybal

Process is to make individuals aware of chemicals while in prison that can lead to abuse upon release and their implications.

C.D. Awareness - 1800 Olson Memorial Highway - Pedro Roybal

This group process is to keep individuals abreast of how he deals with encounters with alcohol and drugs. The concept is to be aware of the pitfalls that can lead back to chemicals and their abuse.

La Raza A.A. - Litchfield - Pedro Roybal

This group is mainly orientation into the A.A. structure and how they can attend an A.A. meeting and share their use/abuse of chemicals in a comfortable manner and continue a life of sobriety in the A.A. tradition.

Chemical Dependency Education and Self Growth Group - 203 Prescott - Ted Guzman

The purpose of this group is to inform clients why they use chemicals, the effect and consequences involved, and how to deal with their feelings. Included in this process is some non-heavy confrontation. Our objective is to support the client in his/her effort at recovery.

Families Anonymous - 203 Prescott - Jeane Peters

Family Systems attempts to deal with all types of problems encountered in the family illness of chemical dependency. This particular group, however, is made up of parents, single parents and couples, who are seeking some help in dealing with the chemical use/abuse/dependency of their children. The format follows a step therapy similar to that of A.A.

Pre-Teen - 203 Prescott - Jeane Peters

The purpose of the pre-teen group is twofold: 1) To help children develop a positive self-concept through dealing with feelings and values clarification and responsible decision-making, thereby considered an attempt at drug abuse prevention; and 2) To educate children in the family illness concept of chemical dependency. The group is made up of elementary aged children.

SUPER ME GUIDE for Parents, Teachers and Older Brothers & Sisters

SUPER ME is one of the first books for young children (ages 4 to 6) written to help prevent drug abuse. There isn't any information about drugs in this book, for several reasons.

Drug abuse is a very complex problem with no simple solutions. It is difficult to know why people abuse drugs. However, drug educators have learned that people who abuse drugs often feel unhappy about themselves, their families and their lives. These are potential problems which SUPER ME attempts to prevent, beginning at an early age.

Certainly information can be valuable in the prevention of drug abuse. But knowing the facts does not guarantee that people won't abuse drugs. Furthermore, the amount of drug information which a pre-schooler can understand is limited. Instead of presenting limited or oversimplified information about drugs, we chose to focus on areas which will have more significant impact on children at this age.

We believe, along with most people who work in drug education, that children are less likely to grow up to abuse drugs, or do other things to hurt themselves and others, if:

- They feel good about themselves.
- They know how to make sound decisions.
- They can understand and express their own feelings.
- * They can relate to their Superpowers.

These themes, which are the basis of SUPER ME, can help children grow up with a healthy view of themselves and the world they live in.

Feeling Good. SUPER ME offers many activities which will give children a sense of accomplishment, a happy satisfaction about "what I can do." These include achievements which are physical (for example, catching a ball) as well as emotional (for example, learning to share). Self-confidence will help children learn to cope with the problems of life which we all face.

Making Choices. All of us make choices every day. At first, older people make choices for children. We tell them what to wear, what to eat, and how to act. But all children have to learn sometime how to choose for themselves. If children practice making choices when they are young, they will be better prepared to make choices about more important questions like "Should I stay in school?" or "Who will my friends be?" SUPER ME will help children practice making choices.

Understanding and Expressing Feelings. Children have all kinds of feelings, just like adults. It is important for people to understand their feelings. Often, we need to share our feelings with other people. People who can't talk about their feelings may turn to drugs and alcohol to avoid dealing with them. It isn't always easy to talk about how you feel. Everybody knows that. But practice can help. SUPER ME can help children understand some of their feelings. It tells children, "Everybody feels good sometimes. Everybody feels bad sometimes. That's the way it is." Children who know this can begin to talk about the way they feel with other people. And they can begin to understand how other people feel, too.

Ramsey County Claim CASA

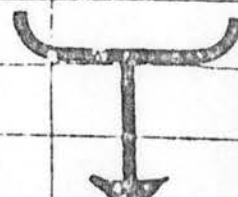

BE FILLED OUT BY COUNTY DEPARTMENT

(1) CHARGE TO: Dept. _____


WARRANT NO. _____

(2) Appropriation Item _____

REPORTED
10-11-78

	Claim #	Date Paid
1	CA	1
2		
3		
4		
	1-2	3-7
		8
		9-14

(3)				
RFC	Fund	Dept	Object	Amount
				\$
				\$
				\$
				\$
15-17	18-20	21-25	26-31	32-41

(4) PAY TO: 


8 First Name & Initial _____ 9-22 \$ _____ Total

Last Name or Firm Name _____ 23-52


 _____ 53-76

8 _____ 9-32

33-54 ZIP 55-59 VENDOR I.D. 60-

(5) On Check Stub Put: 

8 _____ 9-60

 _____ 9-60

I declare that the above materials and/or services have been received, are for Ramsey County, allowed by law, and approved for payment.

Authorized Signature - County _____

BE FILLED OUT BY CLAIMANT

CLAIMANT Migrants In Action

Date October 10, 19 78

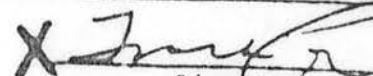
Address 1162 Selby Ave. St. Paul, Minnesota 55104

Quantity	Description	Unit Price	Amount
	Request for Reimbursement for September 1978		
	Under chapter 125 Minnesota Law, 1976		7,960
	Chemical Dependency		

RECEIVED
10-30-78

Per Minnesota Statute 471.391, Sub. 1

I declare under the penalties of law that this account, claim or demand is just and correct and that no part of it has been paid.


Signature of Claimant

Claimant's SS# _____

or Business I.D. Executive Director
Required for Annual Information Return

SEPTEMBER DISBURSEMENTS

<u>Acct. #</u>	<u>Ck. #</u>	<u>Date</u>	<u>Payee</u>	<u>Amount</u>
52110	1044	9-8-78	M.I.A. Payroll Account	\$3,159.20
52150	" "	" "	" " "	346.40
52300	" "	" "	" " "	212.09
53100	1045	9-18-78	Insty Print	26.89
53210	1046	9-22-78	Carmen Rodriguez	75.14
" "	1047	" "	Lee Bowman	9.69
" "	1048	" "	Joe Barrera	41.28
" "	1049	" "	Olga Gieryik	1.70
" "	1050	" "	Jeane Mikulich	30.48
" "	1051	" "	Kathy Nasi	13.43
52110	1052	" "	M.I.A. Payroll Account	3,116.91
52150	" "	" "	" " "	346.40
52300	" "	" "	" " "	209.52
52900	1054	" "	Northwestern Bank	155.00
53100	1055	9-28-78	Insty Print	5.30
52510	1056	" "	Qualtra Corporation	198.72
53210	1059	9-29-78	Anselmo Quintero	11.90
				<hr/> 7,960.05 <hr/>

Return original to:

Winnebago County Mental Health
Department - Suite 920
10 E. Kellogg Blvd.
St. Paul, Minnesota 55101

MONTHLY OPERATING REPORT
For Month Ending September

Person completing report: _____

Name of Center: Migrants In Action

Address: 1162 Selby Ave. St. Paul, Mn. 55104

PHONE #: 646-4566

REVENUE ACCOUNTS (INCLUDE ALL REVENUE)		REPORTING MONTH	ANNUAL BUDGET	YEAR TO DATE ACTUAL
100	Contributions			
40110	Individuals and Business			
40111	Restricted - Regular Service			
40112	Restricted - Special Service			
40113	Unrestricted			
40120	Foundations and Trusts			
40121	Restricted - Regular Service			
40122	Restricted - Special Service			
40123	Unrestricted			
40130	Non-privilege and Sustaining Membership			
40140	In-Kind			
40141	Individuals and Business - Restricted - Regular Services			
40142	Individuals and Business - Restricted - Special Services			
40143	Individuals and Business - Unrestricted			
40144	Foundations and Trusts - Restricted - Regular Services			
40145	Foundations and Trusts - Restricted - Special Services			
40146	Foundations and Trusts - Unrestricted			
40190	Other			
200	United Way Allocations			
300	Special Events			
500	Bequests Nonendowment			
700	Associated Organizations			
800	Allocations from Other United Funds			
900	Unassociated and Non Federated Fund Raising Organization			
100	Fees and Grants			
11011	Purchase of Service Title XX (IVA) - Federally Eligible			
11012	Purchase of Service Title XX (IVA) - Non Federally Eligible			
11020	Grants - Home County			
11020	Grants - Other County			
11030	Grants - State (DPW) - Program			
11030	Grants - State (DPW) - Transportation			
11040	Grants - Federal			
11050	Purchase of Service - Title XIX			
11060	Reimbursements - Other Governmental Agencies			
11090	Reimbursements - School Transportation			
00	Membership Dues - Individuals			
00	Assessments and Dues - Local Member Units			
00	Program Service Fees			
00	Sale of Supplies and Services to Local Member Units			
00	Sales to the Public			
00	Investment Income			
11610	Unrestricted Funds			
11620	Restricted Funds			
11630	Restricted - State and Federal Accumulated Depreciation			

TOTAL REVENUE

EXPENDITURE ACCOUNTS (INCLUDE ALL EXPENDITURES)		REPORTING MONTH	ANNUAL BUDGET	YEAR TO DATE ACTUAL
00	Salaries			
2110	Professional Staff	6,276.11	90,707.00	20,277.88
2150	Clerical Staff	692.80	9,315.00	2,094.92
2160	Janitor			
2170	Student Stipends			
2180	Board Per Diem			
2190	Other Staff Salaries			
00	Employee Health and Retirement Benefits			
2210	Health Benefit Plans	-0-	9,795.00	1,503.50
2220	Retirement Plans			
2290	Other Benefits			
00	Payroll Taxes	421.61	10,742.00	1,353.47
00	Professional Fees and Contract Services			
2410	Attorney Fees			
2420	Other Legal Costs			
2430	Auditing and Accounting Fees			
2490	Other Purchased Services	-0-	12,839.00	2,139.84

EXPENDITURE ACCOUNTS CONTINUED ON NEXT PAGE

EXPENDITURE ACCOUNTS (CONT.)		REPORTING MONTH	ANNUAL BUDGET	YEAR TO DATE ACTUAL
0	Supplies			
510	Office Supplies	198.72	1,000.00	379.04
515	Program Supplies	-0-	1,450.00	51.89
520	Building and Grounds Supplies			
530	Medical Supplies			
540	Recreation and Craft Supplies			
545	Program Activities			
550	Food Costs			
555	Food Service Supplies			
590	Other Supplies			
	Telephone and Telegraph	-0-	2,050.00	459.47
	Postage and Shipping	-0-	429.00	-0-
	Occupancy (Buildings and Grounds)			
910	Rent of Space			
920	Depreciation of Building and Improvements			
930	Utilities			
940	Care of Building and Grounds			
950	Maintenance - Building Equipment and Furnishings			
955	Remodeling and Renovation			
980	Property Insurance and Taxes			
990	Other Building - Occupancy Expenses			
	Interest Expenses	155.00	2,050.00	350.00
	Outside Printing Expense	32.19	1,000.00	203.76
	Local Transportation			
910	Mileage Payment and Auto Rental	183.62	2,600.00	844.30
950	Agency Vehicles Operating Costs			
960	Program Transportation (participants only)			
970	Staff Travel			
975	Board Members Travel			
980	Vehicle Insurance			
990	Other Transportation Costs	-0-	500.00	-0-
	Conferences, Conventions, Meetings & Major Trips (Staff)	-0-	761.00	-0-
10	Educational Conferences and Institutes			
20	Annual Meetings			
90	Other Expenses - Employees			
	Subscription and Reference Publications (Staff)	-0-	97.00	-0-
	Specific Assistance to Individuals			
10	Boarding Payments - United Fund Agencies			
11	Boarding Payments - Non United Fund Agencies			
12	Boarding Payments - Foster Families			
20	Financial Assistance			
30	Legal Assistance			
40	Medical and Dental Service Payments			
50	Individual Camperships			
60	Homemaker Service			
80	Clothing and Personal Needs			
	Organization Dues			
	Awards and Grants			
10	Research Allocations			
20	Scholarships			
30	Lump Sum Camperships			
	Equipment			
20	Office Equipment			
30	Furnishings and Equipment	-0-	334.00	51.00
10	Medical and Dental Equipment			
20	Recreation and Education Equipment			
30	Training Equipment			
40	Leasing of Equipment			
10	Depreciation - Equipment			
20	Other Equipment			
	Miscellaneous			
0	Moving and Recruitment			
20	Bonding and Liability Insurance	-0-	2,100.00	-0-
	Dues/Support Payments to Parent Organizations			
EXPENDITURES		7,960.05	140,519.00	29,709.07
Total Sub-Contract Account Expenditures				
Non-Matchable Items (itemize on back)				
Refunds and Cancellations				
MATCHABLE EXPENDITURES				

I hereby certify under penalty of perjury that the information provided in this report does accurately reflect the financial transactions of the center for the period indicated.

ED

Executive Director

DATE

19

Migrants In Action

PAYROLL DISTRIBUTION SHEET:

Date: 10-10-78

Period Ending: 9-22-78

ACCOUNT	CHECK	DATE	PAYEE	POSITION	RATE/PAY	DEDUCTIONS	NET	GROSS	ADJUSTMENTS
52110	11197	9-22-78	Joe Barrera	Advocate II	5.22	136.50	286.70	423.20	
"	11198	"	Charles Bowman	Advocate II	5.05	79.94	324.06	404.00	
52150	11201	"	Olga Gierkyik	Secretary	4.33	79.06	267.34	346.40	
52110	11202	"	Theodore Guzman	Counselor I	5.05	98.24	305.76	404.00	
"	11214	"	Jeane Mikulich	Counselor Aide	4.33	83.96	262.44	346.40	
"	11215	"	Kathy Nasi	Research Analyst	5.05	105.74	298.26	404.00	
"	11216	"	Anselmo Quintero	Court Liason	4.00	50.69	205.31	256.00	
"	11217	"	Carmen Rodriguez	P. Coordinator	6.25	111.25	388.75	500.00	
"	11220	"	Isabelle Torres	Advocate I	4.57	101.22	264.38	365.60	
"	11221	"	Isabelle Torres	Advocate I	4.57	.82	12.89	13.71	.
COMMENTS:				TOTALS:		842.42	2,615.89	3,463.31	
				DESCRIPTIONS OF ADJUSTMENTS:					
				Vacation Pay					

Migrants In Action

PAYROLL DISTRIBUTION SHEET:

Date: 10-10-78

Period Ending: 9-8-78

ACCOUNT	CHECK	DATE	PAYEE	POSITION	RATE/PAY	DEDUCTIONS	NET	GROSS	ADJUSTMENTS
52110	11127	9-8-78	Joe Barrera	Advocate II	5.29	136.50	286.70	423.20	
" "	11128	"	Charles Bowman	Advocate II	5.05	79.94	324.06	404.00	
"	11130	"	Olga Gieryik	Secretary	4.33	79.06	267.34	346.40	
"	11131	"	Theodore Guzman	Counselor I	5.05	98.24	305.76	404.00	
"	11141	"	Jeane Mikulich	Counselor Aide	4.33	83.96	262.44	346.40	
"	11142	"	Kathy Nasi	Research Analyst	5.05	105.74	298.26	404.00	
"	11145	"	Carmen Rodriguez	P. Coordinator	6.25	111.25	388.75	500.00	
"	11147	"	Isabelle Torres	Advocate	4.57	101.22	264.38	365.60	
"	11151	"	Anselmo Quintero	Court Liason	4.00	70.38	241.62	312.00	
COMMENTS:				TOTALS:		866.29	2,639.31	3,505.60	
				DESCRIPTIONS OF ADJUSTMENTS:					

Ramsey County Claim

C.A.S.A.

BE FILLED OUT BY COUNTY DEPARTMENT

(1) CHARGE TO: Dept. _____

WARRANT NO. _____

(2) Appropriation Item _____

REPORTED
9-18-78

Claim #	Date Paid
1 CA	1
2	
3	
4	
1-2	3-7
8	9-14

(3)	RFC	Fund	Dept	Object	Amount
					\$
					\$
					\$
					\$
	15-17	18-20	21-25	26-31	32-41

(4) PAY TO: 8 First Name & Initial _____ 9-22
 Last Name or Firm Name _____ 23-52
3 _____ 53-76
8 _____ 9-32
 ZIP _____
 33-54 55-59 VENDOR I.D. 60-71

(5) On Check Stub Put: 8 _____ 9-60
3 _____ 9-60
8 _____ 9-60

I declare that the above materials and/or services have been received, are for Ramsey County, allowed by law, and approved for payment.

Authorized Signature - County

BE FILLED OUT BY CLAIMANT

CLAIMANT _____ Migrants In Action Date September 15, 19 78

Address 1162 Selby Ave. St. Paul, Minnesota 55104

Quantity	Description	Unit Price	Amount
	Request for reimbursement for August, 1978		
	Under Chapter 125 Minnesota Laws, 1976		11,790 15
	Chemical Dependency Program		

Per Minnesota Statute 471.391, Sub. 1

I declare under the penalties of law that this account, claim or demand is just and correct and that no part of it has been paid.

[Signature]
Signature of Claimant

Claimant's SS# _____

or Business I.D. Executive Director
 Required for Annual Information Returns:
 Federal 1099, Minnesota M-9

August Disbursements

<u>Acct#</u>	<u>CK#</u>	<u>Date</u>	<u>Payee</u>	<u>Amount</u>
52490	1008	8-02-78	MIA General Fund (July Mgmt. Pkg.)	1,069.92
53210	1009	"	Kathy Nasi	15.64
53210	1010	"	Jeane Mikulich	26.10
53210	1011	"	Yasmine Overlid	18.34
53210	1012	"	Carmen Rodriguez	26.41
53100	1013	"	Maclester College Print Shop	13.20
52510	1014	8-04-78	Copy Duplicating Products	180.32
53210	1015	"	Isabelle Torres	1.50
53210	1016	"	Joe Barrera	44.74
52515	1017	8-07-78	Edelsteins	15.75
52900	1018	"	Northwestern Bank	160.00
54330	1019	"	Airsignal International	34.00
53210	1021	8-10-78	Joe Barrera (Per diem)	100.00 ?
53210	1022	8-11-78	Anselmo Quintero	10.40
52110	1023	8-14-78	MIA-Payroll (8-15-78)	3,490.75
52150	" "	"	"	375.00
52300	" "	"	"	233.85
52210	1025	8-17-78	Travelers Ins. Co.	145.00
52210	1026	"	Great West Life Ins. Co.	606.75
52490	1028	8-22-78	MIA-General Fund (August Mgmt. Pkg.)	1,069.92
53210	1029	8-24-78	Isabelle Torres	9.86
53210	1030	"	Carmen Rodriguez	53.08
53210	1031	"	Joe Barrera	146.43
53210	1032	"	Kathy Nasi	30.09
53210	1033	"	Olga Gieryik	7.48
53210	1034	"	Yasmin Overlid	15.81
53210	1035	"	Jeane Mikulich	67.64
53210	1036	"	Ted Quzman <i>delation?</i>	87.16
52600	1037	"	Northwestern Bell	265.78
53100	1038	"	Xerox Corproation	77.13
52515	1039	"	Edelsteins	7.89
54320	1040	"	Xerox Coroporation	11.24
52110	1041	8-25-78	MIA Payroll (8-25-78)	2,903.38
52150	"	"	" "	277.12
52300	"	"	" "	192.47
				<u>11,790.15</u>

Return original to:

Ramsey County Mental Health
Department - Suite 920
150 E. Kellogg Blvd.
St. Paul, Minnesota 55101

MONTHLY OPERATING REPORT
For Month Ending August

Person completing report: Dorothy J. Royston

Name of Center: Migrants In Action

Address: 1162 Selby Ave., St. Paul, Minnesota 55104

PHONE #: 646-4560

REVENUE ACCOUNTS (INCLUDE ALL REVENUE)		REPORTING MONTH	ANNUAL BUDGET	YEAR TO DATE ACTUAL
40100	Contributions			
40110	Individuals and Business			
40111	Restricted - Regular Service			
40112	Restricted - Special Service			
40113	Unrestricted			
40120	Foundations and Trusts			
40121	Restricted - Regular Service			
40122	Restricted - Special Service			
40123	Unrestricted			
40130	Non-privilege and Sustaining Membership			
40140	In-Kind			
40141	Individuals and Business - Restricted - Regular Services			
40142	Individuals and Business - Restricted - Special Services			
40143	Individuals and Business - Unrestricted			
40144	Foundations and Trusts - Restricted - Regular Services			
40145	Foundations and Trusts - Restricted - Special Services			
40146	Foundations and Trusts - Unrestricted			
40190	Other			
40200	United Way Allocations			
40300	Special Events			
40500	Bequests Nonendowment			
40700	Associated Organizations			
40800	Allocations from Other United Funds			
40900	Unassociated and Non-Federated Fund Raising Organization			
41000	Fees and Grants			
41011	Purchase of Service Title XX (IVA) - Federally Eligible			
41012	Purchase of Service Title XX (IVA) - Non Federally Eligible			
41020	Grants - Home County			
41020	Grants - Other County			
41030	Grants - State (DPW) - Program			
41030	Grants - State (DPW) - Transportation			
41040	Grants - Federal			
41050	Purchase of Service - Title XIX			
41060	Reimbursements - Other Governmental Agencies			
41090	Reimbursements - School Transportation			
41100	Membership Dues - Individuals			
41200	Assessments and Dues - Local Member Units			
41300	Program Service Fees			
41400	Sale of Supplies and Services to Local Member Units			
41500	Sales to the Public			
41600	Investment Income			
41610	Unrestricted Funds			
41620	Restricted Funds			
41630	Restricted - State and Federal Accumulated Depreciation			

TOTAL REVENUE

EXPENDITURE ACCOUNTS (INCLUDE ALL EXPENDITURES)		REPORTING MONTH	ANNUAL BUDGET	YEAR TO DATE ACTUAL
52100	Salaries			
52110	Professional Staff	6,394.13	90,707.00	14,001.77
52150	Clerical Staff	652.12	9,315.00	1,402.12
52160	Janitor			
52170	Student Stipends			
52180	Board Per Diem			
52190	Other Staff Salaries			
52200	Employee Health and Retirement Benefits			
52210	Health Benefit Plans	751.75	9,795.00	1,503.50
52220	Retirement Plans			
52290	Other Benefits			
52300	Payroll Taxes	426.32	10,742.00	931.80
52400	Professional Fees and Contract Services			
52410	Attorney Fees			
52420	Other Legal Costs			
52430	Auditing and Accounting Fees			
52490	Other Purchased Services	2,139.84	12,839.00	2,139.84

EXPENDITURE ACCOUNTS CONTINUED ON NEXT PAGE

EXPENDITURE ACCOUNTS (CONT.)		REPORTING MONTH	ANNUAL BUDGET	YEAR TO DATE ACTUAL
500	Supplies			
52510	Office Supplies	180.32	1,000.00	180.32
52515	Program Supplies	23.64	1,450.00	51.89
52520	Building and Grounds Supplies			
52530	Medical Supplies			
52540	Recreation and Craft Supplies			
52545	Program Activities			
52550	Food Costs			
52555	Food Service Supplies			
52590	Other Supplies			
600	Telephone and Telegraph	265.78	2,050.00	459.47
700	Postage and Shipping	-0-	429.00	-0-
800	Occupancy (Buildings and Grounds)			
52810	Rent of Space			
52820	Depreciation of Building and Improvements			
52830	Utilities			
52840	Care of Building and Grounds			
52850	Maintenance - Building Equipment and Furnishings			
52855	Remodeling and Renovation			
52880	Property Insurance and Taxes			
52890	Other Building - Occupancy Expenses			
900	Interest Expenses	160.00	2,050.00	459.47
100	Outside Printing Expense	101.57	1,000.00	171.57
200	Local Transportation			
53210	Mileage Payment and Auto Rental	660.68	2,600.00	660.68
53250	Agency Vehicles Operating Costs			
53260	Program Transportation (participants only)			
53270	Staff Travel			
53275	Board Members Travel			
53280	Vehicle Insurance			
53290	Other Transportation Costs	-0-	500.00	-0-
300	Conferences, Conventions, Meetings & Major Trips (Staff)	-0-	761.00	-0-
53310	Educational Conferences and Institutes			
53320	Annual Meetings			
53390	Other Expenses - Employees			
400	Subscription and Reference Publications (Staff)	-0-	97.00	-0-
500	Specific Assistance to Individuals			
53510	Boarding Payments - United Fund Agencies			
53511	Boarding Payments - Non United Fund Agencies			
53512	Boarding Payments - Foster Families			
53520	Financial Assistance			
53530	Legal Assistance			
53540	Medical and Dental Service Payments			
53550	Individual Camperships			
53560	Homemaker Service			
53580	Clothing and Personal Needs			
00	Organization Dues			
00	Awards and Grants			
4210	Research Allocations			
4220	Scholarships			
4230	Lump Sum Camperships			
00	Equipment			
4320	Office Equipment			
4330	Furnishings and Equipment	34.00	334.00	51.00
4340	Medical and Dental Equipment			
4350	Recreation and Education Equipment			
4360	Training Equipment			
4370	Leasing of Equipment			
4380	Depreciation - Equipment			
4390	Other Equipment			
00	Miscellaneous			
4910	Moving and Recruitment			
4920	Bonding and Liability Insurance	-0-	2,100.00	-0-
00	Dues/Support Payments to Parent Organizations			
AL EXPENDITURES		11,290.15	146,519.00	21,749.02
Add: Total Sub-Contract Account Expenditures				
Less: Non-Matchable Items (itemize on back)				
Less: Refunds and Cancellations				
AL MATCHABLE EXPENDITURES				

I hereby certify under penalty of perjury that the information provided in this report does accurately reflect the financial transactions of the named center for the period indicated.

SIGNED:



DATE September 18, 1978

TITLE EXECUTIVE DIRECTOR

Migrants In Action

PAYROLL DISTRIBUTION SHEET:

Date: 9-15-78

Period Ending: 8-15-78

ACCOUNT	CHECK	DATE	PAYEE	POSITION	RATE/PAY	DEDUCTIONS	NET	GROSS	ADJUSTMENTS
52110	10978	8-15-78	Joe Barrera	Advocate II	458.33	139.33	319.00	458.33	
52150	10979	"	Olga Gieryik	Secretary	375.00	83.28	291.72	375.00	
52110	10980	"	Ted Guzman	Counselor I	437.50	102.16	335.34	437.50	
"	10981	"	Jeane Mikulich	Counselor Aid	375.00	88.28	286.72	375.00	
"	10982	"	Kathy Nasi	Research/Analyst	437.50	110.16	327.34	437.50	
"	10983	"	Yasmine Overlid	Counselor II	520.83	128.91	391.92	520.83	
"	10984	"	Anselmo Quintero	Court Liaison	4.00/hour	53.78	210.22	264.00	
"	10985	"	Carmen Rodriguez	P. Coordinator	541.66	121.77	419.89	541.66	
"	10986	"	Linda Saucedo	Advocate II	**	3.64	56.45	60.09	*
"	10987	"	Isabelle Torres	Advocate I	395.84	95.54	300.30	395.84	
COMMENTS: ** Terminated				TOTALS:		926.85	2,938.90	3,865.75	
				DESCRIPTIONS OF ADJUSTMENTS: * Salary increase due in July					

Migrants In Action

PAYROLL DISTRIBUTION SHEET:

Date: 9-15-78

Period Ending: 8-25-78

ACCOUNT	CHECK	DATE	PAYEE	POSITION	RATE/PAY	DEDUCTIONS	NET	GROSS	ADJUSTMENTS
52110	11080	8-25-78	Charles Bowman	Advocate II	5.05	17.43	184.57	202.00	
	11031	"	Linda Saucedo	Advocate II	***	12.11	22.84	34.95	*
"	11034	"	Joe Barera	Advocate II	5.29	104.79	233.77	338.56	
52150	11035	"	Olga Gieryik	Secretary	4.33	55.57	221.55	277.12	
52110	11036	"	Ted Guzman	Counselor I	5.05	69.86	253.34	323.20	
"	11037	"	Jean Mikulich	Counselor Aid	4.33	59.37	217.75	277.12	
"	11038	"	Kathy Nasi	Research/Analyst	5.05	76.66	246.54	323.20	
"	11039	"	Yasmine Overlid	Counselor II	6.01	132.26	387.61	519.87	
"	11040	"	Carmen Rodriguez	P. Coordinator	6.25	78.00	322.00	400.00	
"	11041	"	Isabelle Torres	Advocate I	4.57	75.40	217.08	292.48	
"	11047	"	Anselmo Quintero	Court Liaison	4.00	31.62	160.38	192.00	
COMMENTS: *** Terminated				TOTALS:		713.07	2,467.43	3,180.50	
				DESCRIPTIONS OF ADJUSTMENTS: * Vacation Pay					

Ramsey County Claim

alcata
CASA

BE FILLED OUT BY COUNTY DEPARTMENT

(1) CHARGE TO: Dept. _____

WARRANT NO. _____

(2) Appropriation Item _____

	Claim #	Date Paid
1	CA	1
2		
3		
4		
	1-2	3-7
	8	9-14

(3)

RFC	Fund	Dept	Object	Amount
				\$
				\$
				\$
				\$
15-17	18-20	21-25	26-31	32-41

(4) PAY TO:

8 First Name & Initial _____ 9-22

Last Name or Firm Name _____ 23-52

8

53-76

9-32

ZIP

33-54

55-59

VENDOR I.D. 60-71

\$ _____
Total

(5) On Check Stub Put:

8

8

9-60

9-60

I declare that the above materials and/or services have been received, are for Ramsey County, allowed by law, and approved for payment.

Authorized Signature - County

BE FILLED OUT BY CLAIMANT

CLAIMANT Migrants In Action

Date January 3, 19 79

Address 1162 Selby Ave., St. Paul, Minnesota 55104

Quantity	Description	Unit Price	Amount
	Request for reimbursement for December 1978		
	Under Chapter 125 Minnesota Law 1976 Chemical		
	Dependency.		15,526.
			74

Per Minnesota Statute 471.391, Sub. 1

I declare under the penalties of law that this account, claim or demand is just and correct and that no part of it has been paid.

Signature of Claimant

Claimant's SS# _____

or Business I.D. _____

Required for Annual Information Returns:

<u>Account #</u>	<u>Ck#</u>	<u>Date</u>	<u>Payee</u>	<u>Amount</u>
52490	1120	12-6-78	General Fund	1,069.92
52510	1121	"	"	3.88
52510	"	"	"	15.27
52110	1122	12-14-78	Mia Payroll Account	3,553.60
52150	"	"	" "	346.40
52300	"	"	" "	231.26
52110	1123	"	" "	3,553.60
52150	"	"	" "	346.40
52300	"	"	" "	231.26
52210	1124	"	Travelers Insurance Co.	156.88
"	1125	"	Great West Life	659.18
52510	1126	12-15-78	Xerox Corporation	15.52
52515	1128	12-19-78	Qualtra Corporation	198.72
54330	1129	"	Airsignal International	17.00
52515	1130	"	Edelsteins Super Duper	195.95
53100	1131	"	Xerox Corporation	130.06
	1132	12-20-78	Northwestern Bell	18.50
52515	1133	"	Do It Now Foundation	10.50
52600	1134	12-21-78	Northwestern Bell	200.59
52515	1135	"	Court Yard Restaurant	38.50
53210	1136	"	Carmen Rodriguez	12.58
"	1137	"	Pedro Roybal	95.90
"	1138	"	Ted Guzman	40.32
"	1139	"	Delia Metcalf	9.18
"	1140	"	Joe Barrera	42.22
"	1141	"	Olga Yunis	3.40
52900	1144	12-29-78	Northwestern National Bank	191.39
52110	1145	12-30-78	MIA Payroll Account	3,553.60
52150	"	"	" "	346.40
52300	"	"	" "	231.26
52900	JE-10	12-14-78	Northwestern National Bank (Bank Charge for Overdraft)	8.00

15,526.74

Return original to:

Hennepin County Mental Health
Department - Suite 920
150 E. Kellogg Blvd.
St. Paul, Minnesota 55101

MONTHLY OPERATING REPORT
For Month Ending December

Person completing report: Adelina Miranda

Name of Center: Migrants In Action

Address: 1162 S. Hwy Ave. St. Paul, Mn. 55104

PHONE #: 646-4566

REVENUE ACCOUNTS (INCLUDE ALL REVENUE)		REPORTING MONTH	ANNUAL BUDGET	YEAR TO ACTUAL
10101	Contributions			
10110	Individuals and Business			
10111	Restricted - Regular Service			
10112	Restricted - Special Service			
10113	Unrestricted			
10120	Foundations and Trusts			
10121	Restricted - Regular Service			
10122	Restricted - Special Service			
10123	Unrestricted			
10120	Non privilege and Sustaining Membership			
10130	In Kind			
10141	Individuals and Business - Restricted - Regular Services			
10142	Individuals and Business - Restricted - Special Services			
10143	Individuals and Business - Unrestricted			
10144	Foundations and Trusts - Restricted - Regular Services			
10145	Foundations and Trusts - Restricted - Special Services			
10146	Foundations and Trusts - Unrestricted			
10150	Other			
11001	Charitable Way Adoptions			
11002	Disposal Excess			
11003	Gifts, Nominations			
11004	Accumulated Organizations			
11005	Excess from Other United Funds			
11006	Disseminated and Non Federated Fund Raising Organization			
11007	Lease and Rentals			
11008	Excess of Service Title XX (DVA) - Federally Eligible			
11009	Excess of Service Title XX (DVA) - Non Federally Eligible			
11010	Grants - Health Facility			
11011	Grants - Other Facility			
11012	Grants - State (DPW) - Program			
11013	Grants - State (DPW) - Transportation			
11014	Grants - Federal			
11015	Grants of Service - Title XIX			
11016	Grants of Service - Other Governmental Agencies			
11017	Grants of Service - School Transportation			
11018	Membership Dues - Individuals			
11019	Associations and Dues - Local Member Units			
11020	Program Service Fees			
11021	Sale of Supplies and Services to Local Member Units			
11022	Lease to the Public			
11023	Investment Income			
11024	Depreciated Funds			
11025	Restricted Funds			
11026	Restricted - State and Federal Accumulated Depreciation			

EXPENDITURE ACCOUNTS (INCLUDE ALL EXPENDITURES)		REPORTING MONTH	ANNUAL BUDGET	YEAR TO ACTUAL
2100	Salaries			
2110	Professional Staff	10,660.80	90,707.00	44,767.
2120	Clerical Staff	1,039.20	9,315.00	4,519.
2130	Director			
2140	Student Stipends			
2150	Board Per Diem			
2160	Other Staff Salaries			
2170	Employee Health and Retirement Benefits			
2180	Health Benefit Plans	816.06	9,795.00	4,070
2190	Retirement Plans			
2200	Other Benefits			
2210	Payroll Taxes	693.78	10,742.00	2,952
2220	Professional Fees and Contract Services			
2230	Attorney Fees			
2240	Other Legal Costs			
2250	Auditing and Accounting Fees			
2260	Other Purchased Services	1,069.92	12,832.00	6,419.

EXPENDITURE ACCOUNTS (CONT.)		REPORTING MONTH	ANNUAL BUDGET	YEAR TO DATE ACTUAL
500	Supplies			
52510	Office Supplies	18.90	1,000.00	885.54
52515	Program Supplies	458.94	1,450.00	578.17
52520	Building and Grounds Supplies			
52530	Medical Supplies			
52540	Recreation and Craft Supplies			
52545	Program Activities			
52550	Food Costs			
52555	Food Service Supplies			
52590	Other Supplies			
600	Telephone and Telegraph	200.59	2,050.00	1,327.60
700	Postage and Shipping	-0-	429.00	-0-
800	Occupancy (Buildings and Grounds)			
82810	Rent of Space			
82820	Depreciation of Building and Improvements			
82830	Utilities			
82840	Care of Building and Grounds			
82850	Maintenance - Building Equipment and Furnishings			
82855	Remodeling and Renovation			
82880	Property Insurance and Taxes			
82890	Other Building - Occupancy Expenses			
900	Interest Expenses	199.39	800.00	890.60
100	Outside Printing Expense	148.56	1,000.00	637.39
200	Local Transportation			
20210	Mileage Payment and Auto Rental	203.60	2,600.00	1,844.00
20250	Agency Vehicles Operating Costs	-0-		-0-
20260	Program Transportation (participants only)			
20270	Staff Travel			
20275	Board Members Travel			
20280	Vehicle Insurance			
20290	Other Transportation Costs	-0-	500.00	-0-
300	Conferences, Conventions, Meetings & Major Trips (Staff)	-0-	761.00	545.00
30310	Educational Conferences and Institutes			
30320	Annual Meetings			
30390	Other Expenses - Employees			
400	Subscription and Reference Publications (Staff)	-0-	97.00	-0-
400	Specific Assistance to Individuals			
40510	Boarding Payments - United Fund Agencies			
40511	Boarding Payments - Non United Fund Agencies			
40512	Boarding Payments - Foster Families			
40520	Financial Assistance			
40530	Legal Assistance			
40540	Medical and Dental Service Payments			
40550	Individual Camperships			
40560	Homemaker Service			
40590	Clothing and Personal Needs			
500	Organization Dues			
600	Awards and Grants			
4210	Research Allocations			
4220	Scholarships			
4230	Lump Sum Camperships			
700	Equipment			
7320	Office Equipment			
7330	Furnishings and Equipment	17.00	334.00	157.60
7340	Medical and Dental Equipment			
7350	Recreation and Education Equipment			
7360	Training Equipment			
7370	Leasing of Equipment			
7380	Depreciation - Equipment			
7390	Other Equipment			
800	Miscellaneous			
1010	Moving and Recruitment			
1020	Bonding and Liability Insurance	-0-	2,100.00	16.00
80	Dues Support Payments to Parent Organizations			
TOTAL EXPENDITURES		15,526.74	146,519.00	69,611.10
001	Total Sub Contract Account Expenditures			
002	Non Matchable Items (itemize on back)			
003	Refunds and Cancellations			
TOTAL MATCHABLE EXPENDITURES				

I hereby certify under penalty of perjury that the information provided in this report does accurately reflect the financial transactions of the named center for the period indicated.

Migrants In Action

PAYROLL DISTRIBUTION SHEET:

Date: 1-3-79

Period Ending: 12-1-78

ACCOUNT	CHECK	DATE	PAYEE	POSITION	RATE/PAY	DEDUCTIONS	NET	GROSS	ADJUSTMENTS
52110	11506	12-1-78	Barrera, Joe	Advocate II	5.29	136.50	286.70	423.20	
"	11507	"	Bowman, Charles Lee	Advocate	5.05	79.94	324.06	404.00	
52150	11512	"	Gieryic, Olga	Secretary	4.33	136.83	209.57	346.40	
521110	11513	"	Guzman, Ted	Counselor	5.05	98.24	305.76	404.00	
"	11516	"	Mikulich, Jeane	Counselor I	4.91	100.10	292.70	392.80	
"	11517	"	Metcalf, Delia	Advocate I	4.81	83.89	300.91	384.80	
"	11518	"	Nasi, Kathy	Research Analyst	5.05	114.93	289.07	404.00	
"	11519	"	Quintero, Anselmo	Court Liason	4.00	50.69	205.31	256.00	
"	11520	"	Rodriguez, Carmen	Program Coordinator	6.25	111.25	388.75	500.00	
"	11521	"	Roybal, Pedro	Counselor Aide	4.81	85.79	299.01	384.80	
COMMENTS:				TOTALS:		998.16	2,901.84	3,900.00	
				DESCRIPTIONS OF ADJUSTMENTS:					

Migrants In Action

PAYROLL DISTRIBUTION SHEET:

Date: 1-3-79

Period Ending: 12-15-78

ACCOUNT	CHECK	DATE	PAYEE	POSITION	RATE/PAY	DEDUCTIONS	NET	GROSS	ADJUSTMENTS
52110	11571	12-15-78	Barrera, Joe	Advocate II	5.29	136.50	286.70	423.20	
"	11572	"	Bowman, Charles, Lee	Advocate	5.05	79.94	324.06	404.00	
52150	11577	"	Gieryic, Olga	Secretary	4.33	136.83	209.57	346.40	
52110	11578	"	Guzman Ted	Counselor	5.05	98.24	305.76	404.00	
"	11584	"	Mikulich Jeans	Counselor	4.91	100.10	292.70	392.80	
"	11585	"	Metcalf, Delia	Advocate I	4.81	83.89	300.91	384.80	
"	11586	"	Nasi, Kathy	Research Analyst	5.05	114.93	289.07	404.00	
"	11587	"	Quintero, Anselmo	Court Liason	4.00	50.69	205.31	256.00	
"	11588	"	Rodriguez, Carmen	Program Coordinator	6.25	111.25	388.75	500.00	
"	11589	"	Roybal, Perdo	Counselor Aide	4.81	85.79	299.01	384.80	
COMMENTS:				TOTALS:		998.16	2,901.84	3,900.00	
				DESCRIPTIONS OF ADJUSTMENTS:					

Migrants in Action

PAYROLL DISTRIBUTION SHEET:

Date: 1-3-79

Period Ending: 12-30-78

ACCOUNT	CHECK	DATE	PAYEE	POSITION	RATE/PAY	DEDUCTIONS	NET	GROSS	ADJUSTMENTS
52110	11632	12-30-78	Barrera, Joe	Advocate II	5.29	136.50	286.70	423.20	
"	11633	"	Boyman, Charles Lee	Advocate	5.05	79.94	324.06	404.00	
"	11638	"	Guzman, Ted	Counselor	5.05	98.24	305.76	404.00	
"	11644	"	Metcalf, Delia	Advocate I	4.81	83.89	300.91	384.80 x	
"	11645	"	Mikulich, Jeane	Counselor	4.91	100.10	292.70	392.80	
"	11646	"	Nasi, Kathy	Research Analyst	5.05	114.93	289.07	404.00	
"	11647	"	Quintero Anselmo	Court Liason	4.00	50.69	205.31	256.00	
"	11648	"	Rodriguez, Carmen	Program Coordinator	6.25	111.25	388.75	500.00	
"	11649	"	Roybal, Pedro	Counselor Aide	4.81	85.79	299.01	384.80	
52150	11652	"	Gieryic, Olga	Secretary	4.33	136.83	209.57	346.40	
COMMENTS:				TOTALS:		998.16	2,901.84	3,900.00	
				DESCRIPTIONS OF ADJUSTMENTS:					

Ramsey County Claim CASH

BE FILLED OUT BY COUNTY DEPARTMENT

(1) CHARGE TO: Dept. _____

WARRANT NO. _____

(2) Appropriation Item _____

	Claim #	Date Paid
1	CA	1
2		
3		
4		
	1-2	3-7
	8	9-14

(3)				
RFC	Fund	Dept	Object	Amount
				\$
				\$
				\$
				\$
15-17	18-20	21-25	26-31	32-41

(4) PAY TO: Δ _____ \$ _____ Total

8 First Name & Initial _____ 9-22

Last Name or Firm Name _____ 23-52

Δ _____ 53-76

8 _____ 9-32

ZIP _____

33-54 55-59 VENDOR I.D. 60-71

(5) On Check Stub Put: Δ _____

8 _____ 9-60

Δ _____ 9-60

8 _____ 9-60

I declare that the above materials and/or services have been received, are for Ramsey County, allowed by law, and approved for payment.

Authorized Signature - County _____

BE FILLED OUT BY CLAIMANT

CLAIMANT Migrants In Action

Date November 9 19 78

Address 1162 Selby Ave., St. Paul, Minnesota 55117

Quantity	Description	Unit Price	Amount
	Request for reimbursement for October 1977		
	Under Chapter 125 Minnesota Law, 1976 Chemical		
	Dependency		12,534.

Per Minnesota Statute 471.391, Sub. 1

I declare under the penalties of law that this account, claim or demand is just and correct and that no part of it has been paid.


Signature of Claimant

Claimant's SS# _____

or Business I.D. _____

October Disbursements

<u>Acct.#</u>	<u>Ck.#</u>	<u>Date</u>	<u>Payee</u>	<u>Amount</u>
53300	1060	10-05-78	University of Mn.	80.00
54920	1061	10-05-78	Airsignal International	16.00
53100	1063	"	Xerox Corporation	84.16
54330	1064	"	A.A.A. Typewriter Sales Co.	55.60
52600	1065	"	Northwestern Bell	228.18
53100	1066	"	St. Paul Dispatch/Pioneer Press	76.23
54330	1067	"	Airsignal International	17.00
52110	1069	10-10-78	M.I.A. Payroll Account	3,168.00
52150	" "	"	" " "	346.40
52300	" "	"	" " "	211.12
53300	1070	10-11-78	Kathy Nasi	200.00
" "	1071	"	Carman Rodriguez	100.00
" "	1072	"	Cossmoho	65.00
" "	1073	10-12-78	Lee Bowman	100.00
52490	1077	10-17-78	M.I.A. General Fund (Leptember Mgmt. Pkg.)	1,069.92
" "	1078	10-19-78	M.I.A. General Fund (October Mgmt. Pkg.)	1,069.92
53210	1079	10-20-78	Jeanne Mikulich	110.40
" "	1080	"	Kathy Nasi	12.58
" "	1081	"	Delia Metcalf	39.10
" "	1082	"	Joe Barrera	60.52
" "	1083	"	Pedro Roybal	4.41
" "	1084	"	Olga Gieryi	1.70
" "	1085	"	Carmen Rodriguez	63.58
" "	1086	"	Anselmo Quintero	13.00
52110	1087	10-20-78	M.I.A. Payroll Account	3,553.60
52150	" "	"	" " "	346.40
52300	" "	"	" " "	231.26
53100	1088	"	Iasty Print	14.15
53100	1089	10-30-78	Xerox Corporation	82.30
52515	1090	"	Court Yard Restaurant	7.00
52600	1091	"	Northwestern Bell	237.84
52510	1092	"	Unified District Supply Corp.	112.20
52900	1093	"	Northwestern Bank	162.49
53210	1094	"	Traveling Incorporated	224.00
52510	1095	"	Nelsons Office Supply	297.00
52510	JE-6	10-01-78	Northwestern Bank (Check Printing Fees)	69.90
52900	JE-7	10-25-78	Northwestern Bank (Bank Service Charge For Overdraft)	4.00

\$12,534.96

Return original to:

Unsey County Mental Health
Department - Suite 920
50 E. Kellogg Blvd.
St. Paul, Minnesota 55101

MONTHLY OPERATING REPORT
For Month Ending _____

Person completing report: _____

Name of Center: Migrants in Action

Address: 1162 Selby Ave. St. Paul, Mn. 55104 PHONE #: 646-4566

REVENUE ACCOUNTS (INCLUDE ALL REVENUE)		REPORTING MONTH	ANNUAL BUDGET	YEAR TO DATE ACTUAL
1100	Contributions			
40110	Individuals and Business			
40111	Restricted - Regular Service			
40112	Restricted - Special Service			
40113	Unrestricted			
40120	Foundations and Trusts			
40121	Restricted - Regular Service			
40122	Restricted - Special Service			
40123	Unrestricted			
40130	Non privilege and Sustaining Membership			
40140	In Kind			
40141	Individuals and Business - Restricted - Regular Services			
40142	Individuals and Business - Restricted - Special Services			
40143	Individuals and Business - Unrestricted			
40144	Foundations and Trusts - Restricted - Regular Services			
40145	Foundations and Trusts - Restricted - Special Services			
40146	Foundations and Trusts - Unrestricted			
40190	Other			
800	United Way Allocations			
800	Special Events			
800	Bequests Nonendowment			
700	Associated Organizations			
800	Allocations from Other United Funds			
800	Unassociated and Non-Federated Fund Raising Organization			
800	Fees and Grants			
11011	Purchase of Service Title XX (IVA) - Federally Eligible			
11012	Purchase of Service Title XX (IVA) - Non Federally Eligible			
11020	Grants - Home County			
11020	Grants - Other County			
11030	Grants - State (DPW) - Program			
11030	Grants - State (DPW) - Transportation			
11040	Grants - Federal			
11050	Purchase of Service - Title XIX			
11060	Reimbursements - Other Governmental Agencies			
11090	Reimbursements - School Transportation			
800	Membership Dues - Individuals			
800	Assessments and Dues - Local Member Units			
800	Program Service Fees			
800	Sale of Supplies and Services to Local Member Units			
800	Sales to the Public			
800	Investment Income			
1610	Unrestricted Funds			
1620	Restricted Funds			
1630	Restricted - State and Federal Accumulated Depreciation			

AL REVENUE

EXPENDITURE ACCOUNTS (INCLUDE ALL EXPENDITURES)		REPORTING MONTH	ANNUAL BUDGET	YEAR TO DATE ACTUAL
00	Salaries			
2110	Professional Staff	6,721.60	90,707.00	26,999.48
2150	Clerical Staff	692.80	9,315.00	2,787.72
2160	Janitor			
2170	Student Stipends			
2180	Board Per Diem			
2190	Other Staff Salaries			
0	Employee Health and Retirement Benefits			
2210	Health Benefit Plans	-0-	9,795.00	1,503.50
2220	Retirement Plans			
2230	Other Benefits			
0	Payroll Taxes	442.38	10,742.00	1,795.85
0	Professional Fees and Contract Services			
2410	Attorney Fees			
2420	Other Legal Costs			
2430	Auditing and Accounting Fees			
2490	Other Purchased Services	2,139.84	12,839.00	4,279.68

EXPENDITURE ACCOUNTS CONTINUED ON NEXT PAGE

Name of Center _____

EXPENDITURE ACCOUNTS (CONT.)		REPORTING MONTH	ANNUAL BUDGET	YEAR TO DATE ACTUAL
5500	Supplies			
52510	Office Supplies	479.10	1,000.00	858.14
52515	Program Supplies	7.00	1,450.00	58.89
52520	Building and Grounds Supplies			
52530	Medical Supplies			
52540	Recreation and Craft Supplies			
52545	Program Activities			
52550	Food Costs			
52555	Food Service Supplies			
52590	Other Supplies			
600	Telephone and Telegraph	466.02	2,050.00	925.49
700	Postage and Shipping	-0-	429.00	-0-
800	Occupancy (Buildings and Grounds)			
52810	Rent of Space			
52820	Depreciation of Building and Improvements			
52830	Utilities			
52840	Care of Building and Grounds			
52850	Maintenance - Building Equipment and Furnishings			
52855	Remodeling and Renovation			
52880	Property Insurance and Taxes			
52890	Other Building - Occupancy Expenses			
900	Interest Expenses	166.49	800.00	516.49
100	Outside Printing Expense	256.84	1,000.00	460.60
200	Local Transportation			
53210	Mileage Payment and Auto Rental	529.29	2,600.00	1,373.59
53250	Agency Vehicles Operating Costs			
53260	Program Transportation (participants only)			
53270	Staff Travel			
53275	Board Members Travel			
53280	Vehicle Insurance			
53290	Other Transportation Costs		500.00	
100	Conferences, Conventions, Meetings & Major Trips (Staff)	545.00	761.00	545.00
53310	Educational Conferences and Institutes			
53320	Annual Meetings			
53390	Other Expenses - Employees			
100	Subscription and Reference Publications (Staff)	-0-	97.00	-0-
900	Specific Assistance to Individuals			
53510	Boarding Payments - United Fund Agencies			
53511	Boarding Payments - Non United Fund Agencies			
53512	Boarding Payments - Foster Families			
53520	Financial Assistance			
53530	Legal Assistance			
53540	Medical and Dental Service Payments			
53550	Individual Camperships			
53560	Homemaker Service			
53580	Clothing and Personal Needs			
00	Organization Dues			
00	Awards and Grants			
4210	Research Allocations			
4220	Scholarships			
4230	Lump Sum Camperships			
00	Equipment			
4320	Office Equipment			
4330	Furnishings and Equipment	72.60	334.00	123.60
4340	Medical and Dental Equipment			
4350	Recreation and Education Equipment			
4360	Training Equipment			
4370	Leasing of Equipment			
4380	Depreciation - Equipment			
4390	Other Equipment			
90	Miscellaneous			
4910	Moving and Recruitment			
1920	Bonding and Liability Insurance	16.00	2,100.00	16.00
90	Dues/Support Payments to Parent Organizations			
ALL EXPENDITURES		12,534.96	146,519.00	42,244.03
Total Sub Contract Account Expenditures				
Non Matchable Items (itemize on back)				
Refunds and Cancellations				
MATCHABLE EXPENDITURES				

I hereby certify under penalty of perjury that the information provided in this report does accurately reflect the financial transactions of the named center for the period indicated.

GNED

[Signature]

DATE

11/8

19

28

Migrants In Action

PAYROLL DISTRIBUTION SHEET:

Date: 11-7-78

Period Ending: 10-18-78

ACCOUNT	CHECK	DATE	PAYER	POSITION	RATE/PAY	DEDUCTIONS	NET	GROSS	ADJUSTMENTS
52110	11346	10-20-78	Rodriguez, Carmen	Program Coordinator	6.25	111.25	388.75	500.00	
"	11348	"	Barrera, Joe	Advocate II	5.29	136.50	286.70	423.20	
"	11349	"	Bowman, Charles, Lee	Advocate	5.05	79.94	324.06	404.00	
52150	11350	"	Gieryic, Olga	Secretary	4.33	79.06	267.34	346.40	
52110	11351	"	Guzman, Ted	Counselor I	5.05	98.24	305.76	404.00	
"	11352	"	Metcalf, Delia	Advocate I	4.81	83.89	300.91	384.80	
"	11353	"	Mikulich, Jeanne	Counselor I	4.91	100.10	292.70	392.80	
"	11354	"	Nasi, Kathy	Research Analyst	5.05	114.93	289.07	404.00	
"	11355	"	Quintero, Anselmo	Court Liason	4.00	50.69	205.31	256.00	
"	11361	"	Roybal, Pedro	Counselor Aide	4.81	85.79	299.01	384.80	
COMMENTS:				TOTALS:		940.39	2959.61	3900.00	
				DESCRIPTIONS OF ADJUSTMENTS:					

Migrants In Action

PAYROLL DISTRIBUTION SHEET:

Date: 11-7-78

Period Ending: 10-6-78

ACCOUNT	CHECK	DATE	PAYEE	POSITION	RATE/PAY	DEDUCTIONS	NET	GROSS	ADJUSTMENTS
52110	11241	10-6-78	Barrera, Joe	Advocate II	5.29	136.50	286.70	423.20	
52150	11245	"	Giervic, Olga	Secretary	4.33	79.06	267.34	346.40	
52110	11246	"	Guzman, Ted	Counselor I	5.05	98.24	305.76	404.00	
"	11256	"	Metcalf, Delia	Advocate I	4.81				
"	11257	"	Mikulich, Jeane	Counselor Aide	4.33	83.96	262.44	346.40	
"	11259	"	Quintero, Anselmo	Court Liason	4.00	50.69	205.31	256.00	
"	11260	"	Rodriguez, Carmen	Program Coordinator	6.25	111.25	388.75	500.00	
"	11269	"	Bowman, Charles, Lee	Advocate	5.05	79.94	324.06	404.00	
"	11294	"	Nasi, Kathy	Research Analyst	5.05	114.93	289.07	404.00	
"	11299	"	Mikulich, Jeane	Counselor I		2.76	42.84	45.60	*
COMMENTS:				TOTALS:		841.22	2,673.18	3514.40	
				DESCRIPTIONS OF ADJUSTMENTS:					
				Pay Increase					

Hispanic American Migrants in Action

(CASA)

Goal / Objective
(In order of priority)

1. A total of 550 Chicanos/Latinos will be serviced through assessment, intervention, advocacy and appropriate counseling services for the abuse of alcohol and other drugs. 350 persons will be serviced through group contacts. 200 persons will be serviced through individual contacts.

2. 80% accept referrals

3. 30% Hennepin County (165 persons)

4. A total of 60 workshops will be conducted.

20 workshops of the total will be directed at social service providers who service a significant number of Chicanos/Latinos and will be related to the cultural issues involved in chemical dependency among Chicanos/Latinos.

County	Monthly Performance Expectancy			Actual Accomplishments for (Month)	Cumulative Accomplishments	of Progress					Plans Changed	Location of Verify Data/ Documentation	Comments
	Min.	Goal	Opti.			Achieved	In Progress	On Target	Partially Met	Not Met			
Ramsey Groups	16	18	23	19	226	X						C.A.S.A.	
Ramsey Individual	8	10	15	7	97				X			" "	
Out-State Groups	2	3	8	11	67	X						" "	
Out-State Individual	1	2	8	2	17	X						" "	
				100% (14)	99%								
Hennepin Groups	7	9	17	22	110	X						" "	
Hennepin Individual	3	5	10	5	45	X						" "	
				1	24				X				
	2	4	6	(1-7 hr.)	21 (1-7)								
					3 (8-24)								

One of our Advocates has been in the hospital for the last three weeks of March.

Migrants in Action

(CASA)

MEXICAN AMERICAN

(Page 2)

Goal / Objective (In order of priority)	Monthly Performance Expectancy			Actual Accomplishments for <i>March 79</i> (Month)	Cumulative Accomplishments	of Progress					Location of Verify Data/Documentation	Comments
	Minimal	Goal	Optimal			Achieved	In Progress	On Target	Partially Met	Not Met	No Activity Planned for Month	
12 workshops will be directed at gatekeepers from the courts and correctional systems: judges, bailiffs, probation officers, police officers and support personnel related to these groups and will concern the cultural issues involved in chemical dependency among Chicanos/Latinos.	1	3	8	1 (8-24 hr)	13 9 (1-7) 4 (8-24)				X			Casa Files This is our 4th (8-24 hr) Workshop for Gatekeeper
16 workshops of the total will be directed at public and parochial school personnel including: teachers, administrators, counselors, nurses, social workers, teacher aides and will be related to the cultural issues involved in chemical dependency among Chicanos/Latinos.	1	3	9	1 (1-7 hr)	13 8 (1-7) 5 (8-24)				X			Casa Files
12 workshops of the total will be directed at personnel from outstate involved in the inter-ventive network for servicing chemically dependent Chicanos/Latinos.	1	3	8	2 (1-7 hr)	18 16 (1-7) 2 (8-24)				X			Casa Files

[illegible]

AN AMERICAN Migrants in Action

(CASA)

Goal / Objective
(In order of priority)

Monthly Performance
Expectancy

Actual
Accomplishments
for
Month

Cumulative
Accomplishments

of Progress

Achieved

In Progress
On Target

Partially Met

Not Met

No Activity
Planned for Month

Plans Changed

Location of
Verify Data/
Documentation

Comments

A total of 550 Chicanos/Latinos
1 be serviced through assessment,
intervention, advocacy and appro-
iate counseling services for the
use of alcohol and other drugs.
2 persons will be serviced through
group contacts. 200 persons will be
serviced through individual contacts

80% accept referrals

30% Hennepin County (165 persons)

A total of 60 workshops will be
ducted.

20 workshops of the total will
be directed at social service
providers who service a sig-
nificant number of Chicanos/
Latinos and will be related to
the cultural issues involved in
chemical dependency among
Chicanos/Latinos.

Ramsey
Groups

16

18

23

42

285

X

C.A.S.A.

Ramsey
Individual

8

10

15

8

114

X

" "

Out-State
Groups

2

3

8

2

76

X

" "

Out-State
Individual

1

2

8

1

20

X

" "

100% (14)

99%

Hennepin
Groups

7

9

17

2

126

X

" "

Hennepin
Individual

3

5

10

5

55

X

" "

1

25

X

" "

2

4

6

(8-24)

21 (1-7)

4 (8-24)

Warrants in Action

(CASA)

ICAN AMERICAN

go 2)

Goal / Objective (In order of priority)	Monthly Performance Expectancy			Actual Accomplishments for Month) <i>May 79</i>	Cumulative Accomplishments	of Progress					Location of Verify Data/ Documentation	Comments	
	Minimal	Goal	Optimal			Achieved	In Progress	On Target	Partially Met	Not Met			No Activity Planned for Month
12 workshops will be directed at gatekeepers from the courts and correctional systems: judges, bailiffs, probation officers, police officers and support personnel related to these groups and will concern the cultural issues involved in chemical dependency among Chicanos/Latinos.	1	3	8	0	14 10 (1-7) 4 (8-24)				X			Casa Files	
16 workshops of the total will be directed at public and parochial school personnel including: teachers, administrators, counselors, nurses, social workers, teacher aides and will be related to the cultural issues involved in chemical dependency among Chicanos/Latinos.	1	3	9	1 (8-24)	14 8 (1-7) 6 (8-24)			X				Casa Files	
12 workshops of the total will be directed at personnel from outstate involved in the intensive network for servicing chronically dependent Chicanos/Latinos.	1	3	8	0	18 16 (1-7) 2 (8-24)				X			Casa Files	

RICAN AMERICAN
Page 3)

[illegible]

CASA

HISPANIC AMERICAN Migrants in Action

(CASA)

Goal / Objective
(In order of priority)Monthly Performance
Expectancy

Accomplishments

Sept. (78)
MonthCumulative
Accomplishments

Achieved

In Progress
On Target

Partially Met

Not Met

No Activity
Planned for Month

Plans Changed

Location of
Verify Data/
Documentation

Comments

1. A total of 550 Chicanos/Latinos will be serviced through assessment, intervention, advocacy and appropriate counseling services for the abuse of alcohol and other drugs. 350 persons will be serviced through group contacts. 200 persons will be serviced through individual contacts.

2. 80% accept referrals

3. 30% Hennepin County (165 persons)

4. A total of 60 workshops will be conducted.

a. 20 workshops of the total will be directed at social service providers who service a significant number of Chicanos/Latinos and will be related to the cultural issues involved in chemical dependency among Chicanos/Latinos.

County	Min.	Goal	Opti.
Ramsey Groups	18	23	28
Ramsey Individual	10	15	20
Out-State Groups	3	8	13
Out-State Individual	2	7	12
Hennepin Groups	9	14	19
Hennepin Individual	5	10	15
	2	4	6

20

10

27

2

(13) 87%

8

3

3

59

35

35

5

87%

26

15

10

X

X

X

X

X

X

CASA File

CASA File

CASA File

CASA File

CASA File

CASA File

CASA File

CASA File

CASA File

One of those 3 Social Service Workshop was a 9 hour presentation. This is our first (8-24 hours) workshop

ICAN AMERICAN (CASA)

39 2)

Goal / Objective (In order of priority)	Monthly Performance Expectancy			Accomplishments (78) Sept. each)	Cumulative Accomplishments	Achieved	In Progress On Target	Partially Met	Not Met	No Activity Planned for Month	Plans Changed	Location of Verify Data/ Documentation	Comments
	Minimal	Goal	Optimal										
12 workshops will be directed at gatekeepers from the courts and correctional systems: judges, bailiffs, probation officers, police officers and support personnel related to these groups and will concern the cultural issues involved in chemical dependency among Chicanos/Latinos.	1	3	5	1	4	X						CASA Files	
16 workshops of the total will be directed at public and parochial school personnel including: teachers, administrators, counselors, nurses, social workers, teacher aides and will be related to the cultural issues involved in chemical dependency among Chicanos/Latinos.	2	4	6	3	3	X						CASA Files	
12 workshops of the total will be directed at personnel from outstate involved in the inter-ventive network for servicing chemically dependent Chicanos/Latinos.	1	3	5	0	5				X			CASA Files	

[illegible]

CASA - Nov. '78
SLK.

CHICAN AMERICAN Migrants in Action

(CASA)

Goal / Objective
(In order of priority)

Monthly Performance
Expectancy

Actual
Accomplishments
for

Cumulative
Accomplishments

of Progress

Location of
Verify Data/
Documentation

Comments

County Min Goal Opti

Nov. (Month)
(78)

Achieved

In Progress
On Target

Partially Met

Not Met

No Activity
Planned for Month

Plans Changed

1. A total of 550 Chicanos/Latinos will be serviced through assessment, intervention, advocacy and appropriate counseling services for the abuse of alcohol and other drugs. 350 persons will be serviced through group contacts. 200 persons will be serviced through individual contacts.

Ramsey Groups	16	18	23
Ramsey Individual	8	10	15
Out-State Groups	2	3	8
Out-State Individual	1	2	8

39
10
0
1

137
55
41
7

X					
X					
		X			
	X				

2. 80% accept referrals

Hennepin Groups	7	9	17
Hennepin Individual	3	5	10

9
4

46
25

X					
	X				

4. A total of 60 workshops will be conducted.

a. 20 workshops of the total will be directed at social service providers who service a significant number of Chicanos/Latinos and will be related to the cultural issues involved in chemical dependency among Chicanos/Latinos.

2	4	6
---	---	---

2

15

	X				
--	---	--	--	--	--

--

--

(2) 1-7 hours (13) 1-7 hour
(2) 8-24 hour

Goal / Objective (In order of priority)	Monthly Performance Expectancy			Actual Accomplishments for Nov. (Month) (78)	Cumulative Accomplishments	Progress					Location of Verify Data/ Documentation	Comments
	Minimal	Goal	Optimal			Achieved	In Progress	On Target	Partially Met	Not Met	No Activity Planned for Month	
b. 12 workshops will be directed at gatekeepers from the courts and correctional systems: judges, bailiffs, probation officers, police officers and support personnel related to these groups and will concern the cultural issues involved in chemical dependency among Chicanos/Latinos.	1	3	8	4 (3) 1-7 hour (1) 8-24 hour	9 (7) 1-7 hour (2) 8-24 hour	X						This is our second 8-24 hour workshop for Gatekeepers
c. 16 workshops of the total will be directed at public and parochial school personnel including: teachers, administrators, counselors, nurses, social workers, teacher aides and will be related to the cultural issues involved in chemical dependency among Chicanos/Latinos.	1	3	9	2 (2) 8-24 hour	5 (3) 1-7 hour (2) 8-24 hour				X			These are our first 2 (8-24 hour workshops for schools.
2. 12 workshops of the total will be directed at personnel from outstate involved in the inter-ventive network for servicing chemically dependent Chicanos/Latinos.	1	3	8	1 (1) 1-7 hour	7 (7) 1-7 hour				X			

(CASA)

MEXICAN AMERICAN
(Page 3)Goal / Objective
(In order of priority)Monthly Performance
Expectancy
Minimal Goal OptimalActual
Accomplishments
for
Nov. (Month)Cumulative
Accomplishments

Achieved

In Progress
On Target

Partially Met

Not Met

No Activity
Planned for Month

Plans Changed

Location of
Verify Data/
Documentation

Comments

5. A 2-3 day conference on chemical dependency among Chicanos/Latinos will be arranged and sponsored and will take place in the spring of 1979. This conference will be directed at involving Chicano/Latino residents of the State and will involve at least 300 people.

200

300

500

X

RAMSEY

HENNEPIN

WASHINGTON

ANOKA

SIBLEY

DAKOTA

BLUE EARTH

FREEBORN

GOODHUE

SHERBURNE

WATONWAN

MARTIN

NICOLLET

PINE

MC LEOD

STEELE

RICE

MEEKER

Monthly Individual Counseling Session

(4)

2

2

Limited Contact

(117)

87

18

4

2

1

5

Subsequent Referral

(43)

40

2

1

Monthly Summary of Consultation

(12)

2

5

2

1

1

1

Monthly Public Information

(1)

1

(CASA)

MEXICAN AMERICAN

Page 2)

[illegible]

(CASA)

MEXICAN AMERICAN
(Page 3)

of Progress

Goal / Objective
(In order of priority)Monthly Performance
Expectancy
Minimal Goal OptimalActual
Accomplishments
for
Sept (Month)
79Cumulative
Accomplishments

Achieved

In Progress
On Target

Partially Met

Not Met

No Activity
Planned for Month

Plans Changed

Location of
Verify Data/
Documentation

Comments

5. A 2-3 day conference on chemical dependency among Chicanos/Latinos will be arranged and sponsored and will take place in the spring of 1979. This conference will be directed at involving Chicano/Latino residents of the State and will involve at least 300 people.

200

300

500

FAMSEY

HENNEPIN

WASHINGTON

ANOKA

SIBLEY

DAKOTA

BLUE EARTH

FREEBORN

GOODHUE

SHERBURNE

WATONWAN

MARTIN

NICOLLET

PINE

MC LEOD

STEELE

RICE

MEEKER

LASEUR

CROW WING

STEARNS

WADENA

OUT OF STATE

Monthly Individual Counseling Session

2

1

Limited Contact

15

11

Subsequent Referral

19

2

1

Monthly Summary of Consultation

2

1

Monthly Public Information

CASA - Dec. 78

Sta.

HISPANIC AMERICAN Migrants in Action

(CASA)

Goal / Objective
(In order of priority)Monthly Performance
ExpectancyActual
Accomplishments
for

(Month)

Cumulative
AccomplishmentsMonthly Status
of Progress

Achieved

In Progress
On Target

Partially Met

Not Met

No Activity
Planned for Month

Plans Changed

Location of
Verify Data/
Documentation

Comments

. A total of 550 Chicanos/Latinos will be serviced through assessment, intervention, advocacy and appropriate counseling services for the abuse of alcohol and other drugs. 350 persons will be serviced through group contacts. 200 persons will be serviced through individual contacts.

Ramsey
Groups

16

18

23

30

167

X

CASA Lib

Ramsey
Individual

8

10

15

10

65

X

" "

Out-State
Groups

2

3

8

0

41

X

" "

Out-State
Individual

1

2

8

1

8

X

" "

(16) 100%

97%

Hennepin
Groups

7

9

17

5

51

X

" "

Hennepin
Individual

3

5

10

5

30

X

" "

. A total of 60 workshops will be conducted .

. 20 workshops of the total will be directed at social service providers who service a significant number of Chicanos/Latinos and will be related to the cultural issues involved in chemical dependency among Chicanos/Latinos.

2

4

6

2

17

X

(2) 1-7 Jan

(15) 1-7 Jan
(2) 8-24 Jan

Migrants in Action

(CASA)

MEXICAN AMERICAN

Page 2)

Goal / Objective (In order of priority)	Monthly Performance Expectancy			Actual Accomplishments for (Month)	Cumulative Accomplishments	Measuring Methods of Progress						Location of Verify Data/Documentation	Comments
	Minimal	Goal	Optimal			Achieved	In Progress	On Target	Partially Met	Not Met	No Activity Planned for Month		
17 workshops will be directed at gatekeepers from the courts and correctional systems: judges, bailiffs, probation officers, police officers and support personnel related to these groups and will concern the cultural issues involved in chemical dependency among Chicanos/Latinos.	1	3	8	(1) 1-7 hour	(8) 1-7 hour (2) 8-24 hour				X				
16 workshops of the total will be directed at public and parochial school personnel including: teachers, administrators, counselors, nurses, social workers, teacher aides and will be related to the cultural issues involved in chemical dependency among Chicanos/Latinos.	1	3	9	(3) 1-7 (2) 8-24	(6) 1-7 hr (4) 8-24 hr								This is our fourth 8-24 workshop.
12 workshops of the total will be directed at personnel from outstate involved in the inter-ventive network for servicing chemically dependent Chicanos/Latinos.	1	3	8	(1) 1-7 (2) 8-24	(8) 1-7 hr (2) 8-24								These are our first 2 (8-24 hr) workshop in the outstate area.

[illegible]

Goal / Objective (In order of priority)	Monthly Performance Expectancy			Actual Accomplishments for August (Month) 1978	Cumulative Accomplishments	Achieved	In Progress On Target	Partially Met	Not Met	No Activity Planned for Month	Plans Changed	Location of Verify Data/ Documentation	Comments
	Minimal	Goal	Optimal										
1. A total of 550 Chicanos/Latinos will be serviced through assessment, intervention, advocacy and appropriate counseling services for the abuse of alcohol and other drugs. 350 persons will be serviced through group contacts. 200 persons will be serviced through individual contacts.	18	23	28	19	39	X						C.A.S.A. Files	
	10	15	20	8	25			X				C.A.S.A. Files	
	3	8	13	8	8	X						CASA Files	
	2	7	12	2	3	X						CASA Files	
2. 80% accept referrals				13	72%			X					
3. 30% Hennepin County (165 persons)	9	14	19	18	18	X						CASA Files	
4. A total of 60 workshops will be conducted.	5	10	15	8	12	X						CASA Files	
a. 20 workshops of the total will be directed at social service providers who service a significant number of Chicanos/Latinos and will be related to the cultural issues involved in chemical dependency among Chicanos/Latinos.	2	4	6	4	8	X						CASA Files (Workshop Evaluation)	

Goal / Objective (In order of priority)	Monthly Performance Expectancy			Actual Accomplishments for <u>August</u> (Month) 1972	Cumulative Accomplishments	Status of Progress						Location of Verify Data/ Documentation	Comments
	Minimal	Goal	Optimal			Achieved	In Progress On Target	Partially Met	Not Met	No Activity Planned for Month	Plans Changed		
12 workshops will be directed at gatekeepers from the courts and correctional systems: judges, bailiffs, probation officers, police officers and support personnel related to these groups and will concern the cultural issues involved in chemical dependency among Chicanos/Latinos.	1	3	5	2	3	X						C.A.S. Files (Workshop Evaluations)	
16 workshops of the total will be directed at public and parochial school personnel including: teachers, administrators, counselors, nurses, social workers, teacher aides and will be related to the cultural issues involved in chemical dependency among Chicanos/Latinos.	2	4	6						X				
12 workshops of the total will be directed at personnel from outstate involved in the inter-ventive network for servicing chemically dependent Chicanos/Latinos.	1	3	5	5	5	X						C.A.S. Files Workshop Evaluation	

Goal / Objective (In order of priority)	Monthly Performance Expectancy		Actual Accomplishments for August (Month) 1978	Cumulative Accomplishments	Status of Progress						Location of Verify Data/ Documentation	Comments
	Minimal	Goal Optimal			Achieved	In Progress On Target	Partially Met	Not Met	No Activity Planned for Month	Plans Changed		
5. A 2-3 day conference on chemical dependency among Chicanos/ Latinos will be arranged and sponsored and will take place in the spring of 1979. This conference will be directed at involving Chicano/Latino residents of the State and will involve at least 300 people.									X			
Total												
⑥ Monthly Individual Counseling Session	2	3	1									
⑩ Limited Contact	43	62	12									
⑪ Subsequent Referrals	4	13	2									
⑮ Monthly Consultation Summary	4	4	2	1	1	1	1					

7/26/79

To: Ricardo Flores, Planning Director
From: Kathleen Franey, Program Planner
Re: Status of health project

We are assured of the receipt of \$50,000 from the state for the next two years. The money will arrive by October 15th after the application for funds is submitted to the Department of Health August 15th.

The funds will make possible the hiring of one and one part-time outreach workers. Jim Dixon of St. Paul Ramsey Hospital has agreed to allow the workers to act as patient advocates in the hospital and to provide orientation training to the workers. We are also invited to recruit for the volunteer patient representative program and to provide in-house sensitivity training. Liaisons with the Family Nursing Service will also be hospital through the hospital.

We will be negotiating with welfare, public health programs and neighborhood clinics to garner similar linkage commitments. Gary Sande of the West Side Clinic and the North End Clinic have already been contacted and are cooperative.

An application has also been submitted to the Northwest Area Foundation to broaden the program to include a bilingual health educator, a welfare eligibility technician, and third party reimbursement money (\$30,000) for medical costs of clients. This private money will not be limited to people of a farmworker background, like the state money is. Funding would begin in January @ \$78,223.55 annually and continue until January of 1982 for a total cost of \$234,670.65.

Funding has until now looked good; the proposal was written in response to a request from the foundation to modify the Suarez research package. Three meetings were held by the foundation to assist in the development of the pilot proposal. However, the foundation is as of now sending out invitations for health proposals to eight states. Approved proposals will not total more than 1.5 million dollars. ON THE OTHER HAND, requests for proposals are limited to programs serving teenagers in the area of birth control and alcoholism, programs making health services more effective, AND programs serving the Indian and Chicano target groups. We fit under the last two criteria.

Refunding of the state appropriation will not be automatic. According to lobbyists (J.R.L.C.) our best course is to find friends at the Department of Health who will include our appropriation in their 1982 state health department budget which will then be submitted to the legislature as part of the Governor's package. Our chances there are optimistic. Margaret Sandberg the grant monitor, has not been friendly to us in the past due to her friendship with Ann Zuvekas, former director of the Minnesota Migrant Health Inc. However she knows me now through a mutual friend, State Senator John Milton.



**UNITED STATES DEPARTMENT OF COMMERCE
Bureau of the Census**

Regional Office
Kansas City, Kansas 66101

For Release Wednesday, July 25, 1979

PRESS RELEASE

MINNEAPOLIS - ST. PAUL RESIDENT NAMED TO CENSUS BUREAU POST

The Kansas City Regional Office of the United States Census Bureau announced the appointment today of Ms. Rochelle Lopez as a Community Services Specialist. The announcement was made by Mr. Rex L. Pullin, Regional Director of the Kansas City office of the U.S. Census Bureau.

According to Mr. Pullin, Ms. Lopez will work primarily along with community organizations as part of an overall effort to enlist their support and cooperation in getting area residents to cooperate with the Bureau in the 1980 population census.

In announcing the appointment, the Regional Director said that it is vital to minorities that they be accurately counted in 1980 because billions of dollars in Federal funds relating to minority needs are allocated on the basis of census data.

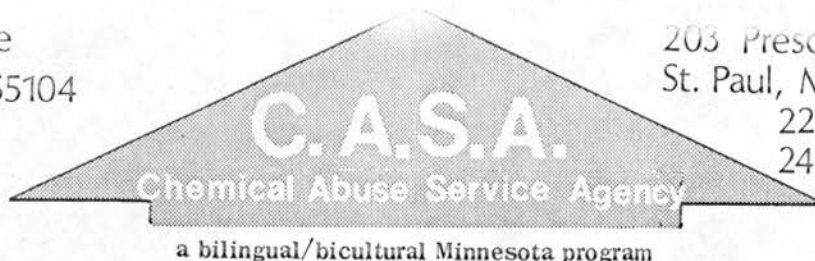
Mr. Pullin noted that when "people in a given community are not counted, the community gets shortchanged." He also pointed out that apportionment of seats in the U.S. House of Representatives as well as representation on the state and local level are based on population counts.

If communities with concentrations of minorities don't achieve a full count, they are not adequately represented in the Congress, state legislatures or local legislative bodies, according to Mr. Pullin.

The new specialist says she is ready to work community organizations and will be available to talk with community leaders, individuals or any group on the importance of the census.

Ms. Lopez is currently training in the Kansas City Regional Office. She will also receive training in Washington, D.C. Eventually she will be stationed in the Minneapolis - St. Paul area from which point she will contact various minority organizations throughout the state of Minnesota.

1162 Selby Ave
St. Paul, MN 55104
646-7817



203 Prescott
St. Paul, MN 55107
227-0831
24 hours: 227-7001

MEMO

TO: Alberto Hernandez-Alcala

FROM: Marc Zimmerman

DATE: 7/26/79

RE: Report from CASA for H.E.M. Board of Directors

The following are the items which I consider of greatest importance to report since the last meeting of the Board:

1. CASA completed its FY 79 program, meeting and surpassing all contractual goals with one, we feel rather minor, exception. While we exceeded the requirement for clients by 149 (we were contracted to deal with 550 clients and we actually dealt with 699), we were three clients short of the number of individual clients we had contracted. We consider this exception to be minor because we were only contracted to serve 300 in group and we actually served 502. I believe it could be easily maintained that CASA sacrificed a statistical bullseye for designing programs for our clients that were the most appropriate for their given situations. Of the 699 clients served, CASA served 97 outstate--that is, 47 above the contractual goal, which should provide some measure of our growing effectiveness statewide even on our modest budget. Kathy Nasi is in the process of drafting our annual report which we hope to submit by the next board meeting.
2. CASA completed its own revised program proposal for FY 80 on the basis of our own internal sense of CASA and Minnesota Hispanic needs--in several ways confirmed by informal discussion with Ramsey County Mental Health and other agencies prior to our receiving Ramsey County Mental Health's on-site review. As noted in my memo to you of 7-13-79, we request H.E.M. Board approval of this proposal as a working document to be submitted to Ramsey County Mental Health for consideration as we move toward a revised contract in September.
3. CASA finally received a copy of Ramsey County Mental Health's on-site review. I wish to note for the record that you have reviewed it with me and that all CASA staff has reviewed it for details and has discussed the various strategies involved in formulating our answer. We are awaiting review of the review by the Board before drafting an answer. I would like to make a presentation to the Board on this matter. We should note here, however, that Ramsey County Mental Health, after making us wait

Memo
Alberto Hernandez-Alcala
Marc Zimmerman
7-26-79
Page Two

several weeks for the review has requested quick response in our suggestion of modifications. It is a highly serious matter and we have decided to consider what is involved in our answer with some care. However, each day that goes by without our response puts us in the bind of not having a precise sense of the criteria that will be utilized to evaluate us for the sake of refunding in January.

4. While awaiting H.E.M. Board and Ramsey County Mental Health approval, I have, in fact, begun implementing our new proposal, going by my own sense that the proposal addresses all of the major concerns expressed in the on-site review. In effect, we are currently developing our new client-centered approach. In this regard, I am appending to this report examples of recent forms developed in our office as we begin a reporting/communicating/accountability system which documents our new Client Service Delivery System. The service record is to be used for all matters pertaining to CASA "leads", "pre-clients" and clients. The Daily Activity Sheet reports staff activity on an hourly basis; the memo form is being used to cover all processes for which we have not yet developed a form. Other basic forms have been drafted so that I feel confident that we will have our total basic reporting system in operation shortly. The four-copy system allows for workers to keep copies of their own work, while passing on copies to other concerned staff; it allows the Intake Specialist to set up follow-up system, allows the Administrative Assistant to keep better statistics and work with computer; it allows the Coordinator to monitor and coordinate all staff services.
5. We hope that the Personnel Committee will make recommendations to the Board today regarding advocacy and secretarial work experience positions. These are essential for our program development.
6. Finally, we hope the Board will respond to the other issues I addressed to you in a memo I understand you sent them: Having a CASA Advisory Board member sit on H.E.M.'s Board. My own experience has shown me that Hispanic Chemical Abuse concerns are important to consider in establishing and evaluating virtually every service plan or proposal referring to our target population.

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*Send more
areas of concern
by Aug. 1*



**RAMSEY COUNTY
MENTAL HEALTH
DEPARTMENT**

M 2

RAMSEY COUNTY
MENTAL HEALTH BOARD
Robert J. Orth
Chairman
Mrs. Diane Ahrens
Anthony A. Danna
John T. Finley
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Larry J. Brown
Executive Director
Ramsey County
Thomas J. Fashingbauer
Department Head

July 2, 1979

Mr. Alberto Alcala, Executive Director
Hispanos En Minnesota
1162 Selby Avenue
Saint Paul, Minnesota 55104

Dear Mr. Alcala:

Enclosed please find copies of our summary report and recommendations on the site review conducted at CASA. I apologize for the delay in making this report available to you.

As of January 1, 1980, Chapter 125 revenues will become part of the general revenues made available to the counties for social services rather than being a separate funding source. We are, therefore, recommending to our County Board that all eligible Chapter 125 vendors receive a six month continuation of their present contracts and that contracts be renegotiated for calendar year 1980.

It is our recommendation that this six month period be used by CASA and H.E.M. to review this report and begin to make necessary changes in the CASA program. I am recommending that the program be re-evaluated in November of 1979 to assess the progress being made in implementing the changes recommended and to make a determination regarding continuation of funding.

A copy of this report will be sent to the Department of Public Welfare after you have had an opportunity to review it and make comments regarding its content. Roy and I are also available to discuss the report if this would be helpful to you.

Yours very truly,

Mary K. Jessen

Mary K. Jessen, Manager
Planning Division
298-5630

MKJ:pg

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Policy?

I. INTRODUCTION AND BACKGROUND

A. INTRODUCTION

This report summarizes the findings and recommendations of the staff of the Ramsey County Mental Health Department following a site review of the Chemical Abuse Services Agency (CASA), a division of Hispanos En Minnesota (H.E.M.). The purpose of this report is to improve the delivery of services to chemically dependent Latinos by providing information regarding this program's performance to the administrative and staff personnel of the Ramsey County Mental Health Department and Hispanos En Minnesota.

B. CASA

The Chemical Abuse Services Agency (CASA) is a program within Hispanos En Minnesota (formerly Migrants-in-Action). This program is funded through Chapter 125 (Governor's Chemical Dependency Bill) revenue to provide: diagnostic and referral services to chemically dependent Latinos and their families; community education regarding chemical abuse; and education to other social service providers regarding service delivery to Latinos. The program provides services to Latinos on a state-wide basis with primary emphasis on Ramsey County residents. The main office is located on the west side of Saint Paul. A smaller office is maintained in Minneapolis to serve Hennepin County residents. Services to Latinos in other parts of the State are provided by staff from these offices. The 1978-79 fiscal year contract with Hispanos En Minnesota states that 550 Latinos will receive service through CASA.

CASA employs a staff of nine people, six of whom are direct service staff. Three of the direct service staff are responsible for client advocacy and training; the other three are responsible for providing short term individual and group counseling and referrals to other chemical dependency treatment resources. CASA's administrative personnel include a Director, a secretary and a research analyst. Copies of the organizational charts for CASA and Hispanos En Minnesota are attached (Attachments A & B).

C. SITE REVIEW

The review of CASA was conducted on May 16 and 17, 1979. The purpose of the review was to gather information about the program that would assist us in assessing the performance of the program, particularly those aspects of the program about which complaints and concerns had been expressed. The complaints and concerns were as follows:

- 1 . The Board of Directors of H.E.M. had established an administrative structure that split the operational responsibility for H.E.M. between two individuals reporting directly to the Board of Directors. Both positions involved direct line authority over staff and operations. R.F.
A.A.
- 2 . Clear, well established lines of authority between the Executive Director and the Program Coordinator were lacking.
- 3 . Staff were being hired who did not meet the qualifications for the Research Analyst position.
- 4 . Staff were being hired who had a less than acceptable period of sobriety.
- 5 . Data being collected was invalid/misleading/irrelevant.
- 6 . Manner of tracking and counting clients was unacceptable and misleading.
- 7 . Goals, objectives and standards for the delivery of services to clients were non-existent.
- 8 . Program emphasized numbers and intake while failing to focus on client benefit and outcome.
- 9 . Haphazard development and provision of workshops.
- 10 . Lack of follow-up both within the referral process from advocates to counselors and after client was referred by counselor to other programs.
- 11 . Lack of role clarity between various types of staff, (i.e., advocates, trainers, counselors), and lack of definition regarding the specific responsibilities of various staff to clients.
- 12 . Lack of accountability for client outcomes.

All vendors receiving monies through Chapter 125 were being scheduled for a site visit to review the performance of their programs in preparation for renegotiation of their contracts. Considering the complaints and concerns that had been expressed to us, we did not feel that a one or two hour meeting with the CASA staff would be sufficient to adequately review all areas. We advised the Executive Director of Hispanos En Minnesota on April 19, 1979 that we intended to conduct a two-day site review of CASA (Attachment C).

As a guideline for considering the site review, a list of review components was established (Attachment D). This list of components covered three major sections: Administration, Program, and Contract Compliance. Within each major section, specific areas were indicated for review as was the manner for collecting the necessary information. This review schedule was designed to cover all areas in which complaints or concerns had been expressed. A copy of the review schedule was mailed to Hispanos En Minnesota on May 3, 1979.

II. FINDINGS

A. ADMINISTRATION

This portion of the site review involved an assessment of three major areas: Management, Personnel and Data Collection, with each of these areas further subdivided as follows:

1. Management
 - a. Administrative structure and lines of authority.
 - b. Interrelationship between CASA and H.E.M.
 - c. Roles and responsibilities.
 - d. Policy and procedural development.
2. Personnel
 - a. Policies
 - b. Hiring procedures
 - c. Staff responsibilities and qualifications
 - d. Fair hearing and grievance procedures
3. Data Collection and Analysis
 - a. How data is collected and analyzed
 - b. Record keeping system
 - c. Client tracking and monitoring

The material which follows summarizes our findings in these areas:

1. Management

Administrative Structure of H.E.M.

At the time of this site review, there was considerable concern on our part regarding the dual administrative authority structure that had been established by H.E.M.'s Board of Directors in March of 1979. We were advised, at the time of our review, that the Board had rescinded its previous decision on April 16, 1979 and had reestablished a single Director for the organization.

Interrelationship Between CASA and other H.E.M. Programs

In part, this relates to the dual executive structure that had been established by H.E.M. and the impact of this structure on the internal relationships of the various divisions. CASA is considered to be one division of H.E.M.

on what basis do they call this?

rather than a separate agency as its name would imply. Their relationship with the other divisions of H.E.M. is an informal one. While the informal relationship between CASA and other divisions within H.E.M. does not present any major problem, it also does not allow for a structured referral process and case management system for clients who require the services of more than one division. We would suggest that H.E.M. review this situation in more depth. X

Roles and Responsibilities of Staff within CASA:

This portion of the review was concerned with two issues: the role and responsibilities of the Program Coordinator in relationship to the Executive Director and to the CASA staff, and the roles and relationships of staff within CASA.

Marc Zimmerman, the Program Coordinator, and Alberto Alcalá, the Executive Director, are both new staff members of H.E.M. (Alcalá was hired in January, 1979; Zimmerman in early May of 1979). Joint discussions with them would indicate that they have established their respective roles and responsibilities in relationship to the CASA program and that both are aware of the problems that lack of communication and coordination have created in the past, both internally and in relationship to outside organizations. This relationship is an informal understanding between the Program Coordinator and the Executive Director. Object ?

The overall impression of the working relationship among the staff of the CASA program is one of confusion about responsibilities and boundaries. This lack of clarity on the part of the staff seems most apparent when they are asked to describe their relationship to other staff functions within CASA. This relationship between staff is addressed again in the Program Section of these findings. ✓

Advisory Board

There appears to be a general consensus that the CASA Advisory Board has been under-utilized. There was also consensus that the expertise of the Advisory Board in the field of chemical dependency could be significant in contributing to the operation of the CASA program.

Policy and Procedural Development

At the present time, CASA does not have an established mechanism for the development of policies and procedures within their program. Policies and procedures do exist in some areas, particularly administration, but are lacking in most program areas. 1
fame . . .

2. Personnel

Policies and Procedures

Hispanos En Minnesota has a manual that is fairly extensive in its coverage of issues related to personnel. They are presently reviewing staff recommendations for changes in this manual. Discussions with the staff did raise questions regarding the consistency with which the policies and procedures defined in the manual were followed, particularly as it related to performance evaluations. In addressing the specific question regarding the period of sobriety required of staff with personal histories of chemical dependency, we were advised that a policy did not presently exist but that the staff recommendations for policy changes included a stipulation of two years of sobriety. X

Position Description - Staff Qualifications

This area was included in the site review because of concerns expressed regarding staff qualifications in relationship to position descriptions. While the concern was expressed primarily in relationship to one position, a review of all of the positions and the resume supplied for staff indicated inconsistencies in a number of areas between the job description and the staff member's qualifications. Specific discussion regarding the research position indicated that the review committee hiring for the position was fully aware that the individual hired did not have the qualifications indicated on the position description when they hired her. — Should find out what the trouble was with the hiring process.

Data Collection and Analysis

The primary data collection system utilized by CASA is Saunders. This method, while useful for reporting to the State and recording some basic data from the activities of the counselors, is not particularly conducive either as an internal management information/control system or for tracking the activities of the advocates/court liaisons. In addition, the system lacks the internal control mechanisms to test the reliability of the data collected or to ensure that forms are completed on all clients. The Saunders system allows for multiple counting of consumers because of its dual recording of individual and group counseling and because its format for recording limited contacts is not conducive to recording multiple contacts by the advocates without appearing to duplicate client counts. ?
X

At the present time, CASA does not operate an internal management information system that would reliably indicate:

*in workshops
get photos*

1. The number of individuals served by the advocates.
2. Results of advocate activities unless there is a referral to a CASA counselor.
3. Number of contacts between potential clients and the advocates prior to referral.
4. Number of contacts between a client and counselor.
5. Case disposition at closing.

*discussed
in
proposal*

In addition, there is a lack of information that would help judge workloads, contacts, and client outcome.

Group counseling sessions present particular problems for CASA for collection of data: 1) Client's desire for confidentiality frequently makes it difficult to even get names; 2) the group is frequently a mixture of concerned family members and the chemically dependent; 3) consumers may be active both in individual and group counseling with no pre-established manner to prevent duplication of client counts.

? true?

B. PROGRAM

The Program section of the site review was intended to assess the services being provided to the clients of CASA and the service delivery system used. This portion of the review included the following components:

1. Program description
2. Service methodology - description
3. Service delivery and record keeping

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program*

The information for this section of the review was gathered through individual interviews with the staff members of the CASA program using informal discussions rather than a structured interview format. Because of scheduling problems, the interview regarding the program description/overview was limited to a brief discussion of Mr. Zimmerman's impressions of the service model.

This portion of the site review was considered by the reviewers to be the most critical and also the area in which the findings are of the most concern. The general sense from the discussions with the staff regarding the service delivery system is one of role confusion, inconsistencies in the delivery system and negative staff relationships.

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Description of Service Delivery

H.E.M/CASA Program serves as one of the primary sources of chemical dependency services to Latinos in Minnesota.

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agency
held in
mind?

Its overall primary function is to serve as a liaison between the client and existing chemical dependency and other service agencies; in order to perform this liaison function, they provide counseling, training, and educational services to both Latino clients and non-Latino social service providers.

Counseling Services

The counseling services are provided by three (3) bilingual chemical dependency counselors, two of whom are also bi-cultural.

and it
The counselors see this activity as including assessment, short-term intervention and information and referral. The primary responsibility of the counseling staff is to assess if an individual is chemically dependent; if so, what stage of addiction he/she is at; and to assist the client in gaining "insight" as to how this addiction has/is affecting his/her quality of life - with the goal of accepting a referral to a counseling group (i.e., A.A. or to a treatment center).

In order to establish the process counselors used in carrying out their counseling responsibilities, separate interviews were conducted with each of the counselors. This section of the site review focused on two major areas: description of service delivery and description of record keeping.

In reviewing this area, the following findings were considered significant:

1. The criteria for case assignments to chemical dependency counselors appears to be inadequate; it lacks consistency, uniformity and objectivity as to which counselors receive which type of case. 7
2. A wide degree of discrepancies exist in the counseling model used in working with clients - in particular - the method used to assess chemical dependency. X
3. There exists a lack of role clarity related to job responsibilities, i.e., what is the role and responsibility of the training advocate in relation to chemical dependency counseling and where does it start and end?
5. Chemical dependency counselors have little or no input in the development of training workshops.

Service Delivery and Record Keeping

H.E.M./CASA estimates it will provide intervention and counseling services to 550 Chicano/Latino clients during fiscal year 1979. The primary sources of referrals are from Latinos and non-Latino social service providers, e.g., Community Corrections, Detox, Ramsey Action Programs, Spanish-speaking Clubs, and Public Schools, and some from CASA's Training Advocates. Once a client has been referred to a CASA counselor, he/she will either see the client in his home, at CASA office, or at another social service agency. The primary purpose of the initial interview is to assess the client's use/abuse and/or addiction to chemicals. If it is determined that the client's problem is not related to chemical usage, an attempt is made to refer the client to the appropriate social service agency. If it is determined that the client is chemically dependent and agrees to seek treatment, he/she is either referred to a counseling group or a treatment center.

The discussion with the counselors regarding the service delivery model and the record keeping system indicated:

- Handwritten notes on left margin:*
CASA not clear as to which forms have to be filled out by Training Advocates prior to making initial contact with client.
There is no established service plan as to what counselors and clients will work on as treatment goals.
CASA not consistent in maintaining follow-up with clients who have been referred to other social service agencies.
Follow-up is not provided for clients referred by Training Advocates to counselors.
1. Counselors are not clear as to which forms have to be filled out by Training Advocates prior to making initial contact with client. *Handwritten: Who makes?*
 2. There is no established service plan as to what counselors and clients will work on as treatment goals.
 3. Counselors are not consistent in maintaining follow-up with clients who have been referred to other social service agencies.
 4. Follow-up is not provided for clients referred by Training Advocates to counselors.

A small, random sample of client cases were reviewed for consistency and completeness of information. Records are not kept in a consistent manner and it was not always clear what the case status was or is, or the type of contact that was occurring with the client.

Advocacy and Training

CASA presently has two full time permanent staff assigned to these positions with two additional staff in internship roles with the Training Advocate. In discussing roles, responsibilities and service delivery methods, the impression appears to be one of informality and confusion. The relationship between these positions and the counselors is unclear, as is their relationship to the total delivery system. Of particular concern was the apparent informality with which the

training programs were approached. While pre-established packages of training material are available for different groups, these packages are not always used. Many of the sessions are planned and provided on a much more informal basis. Information regarding the training sessions, who they were offered to, their content and follow-up evaluations is not kept in any central location so that specific information is not available. The manner in which some "training" sessions have been conducted is not consistent with the intent of the contract. We were neither able to confirm or deny reports of poorly planned and implemented training programs.

The role and relationship between the advocates and the counselors appears to be particularly confusing. This is most evident in defining the point at which clients are referred to counselors and the advocates responsibilities prior to this point.

C. CONTRACT COMPLIANCE

This portion of the site review was designed to assess the degree to which CASA was meeting the goals established by the contract including the number of clients served, workshops conducted and referrals made. The primary information source for this phase of the review was the data submitted through Saunders and written material supplied by CASA. This data is submitted monthly on forms designated by the State using Saunders Software. Quarterly summary reports, including year to date information, are provided to the vendors and to the county.

The primary concerns regarding the issue of contract compliance revolved around the question of unduplicated reporting of clients, counting informal meetings as workshops and lack of clarity as to who should be counted.

A review of the March, 1979 quarterly summaries and year to date data (three quarters) indicates that CASA is serving the number of clients established in the contract. This statement must, however, be qualified by the understanding that there is no mechanism for indicating an unduplicated count of clients served. This inability to count the actual number of clients served is, in large part, due to the type of data required on the State form and the manner in which it must be provided; i.e., some forms have space for entering a client ID number; other forms allow for duplication of client information.

Information regarding the workshops conducted was unavailable except for the data submitted through the State form. Third quarter data indicates that seventy-two (72) one-time groups had been held between July of 1978 and the end of March, 1979 of which fifty-six (56) had been provided to chemical dependency service providers, gatekeepers, and the general

community. Because of the design of the quarterly report, we were unable to verify either the duration (length) of the workshops or the number of participants.

The manner in which the State requires information from the program does not provide particularly useable information for internal management control; also CASA has not developed an internal mechanism that would provide them with the type of feedback necessary for monitoring their services and the clients served. This is particularly evident in the area of advocacy and training where the State system does not require any more than minimal reporting and CASA apparently has not attempted to supplement this with data that would allow them to monitor workloads, performance or outcomes.

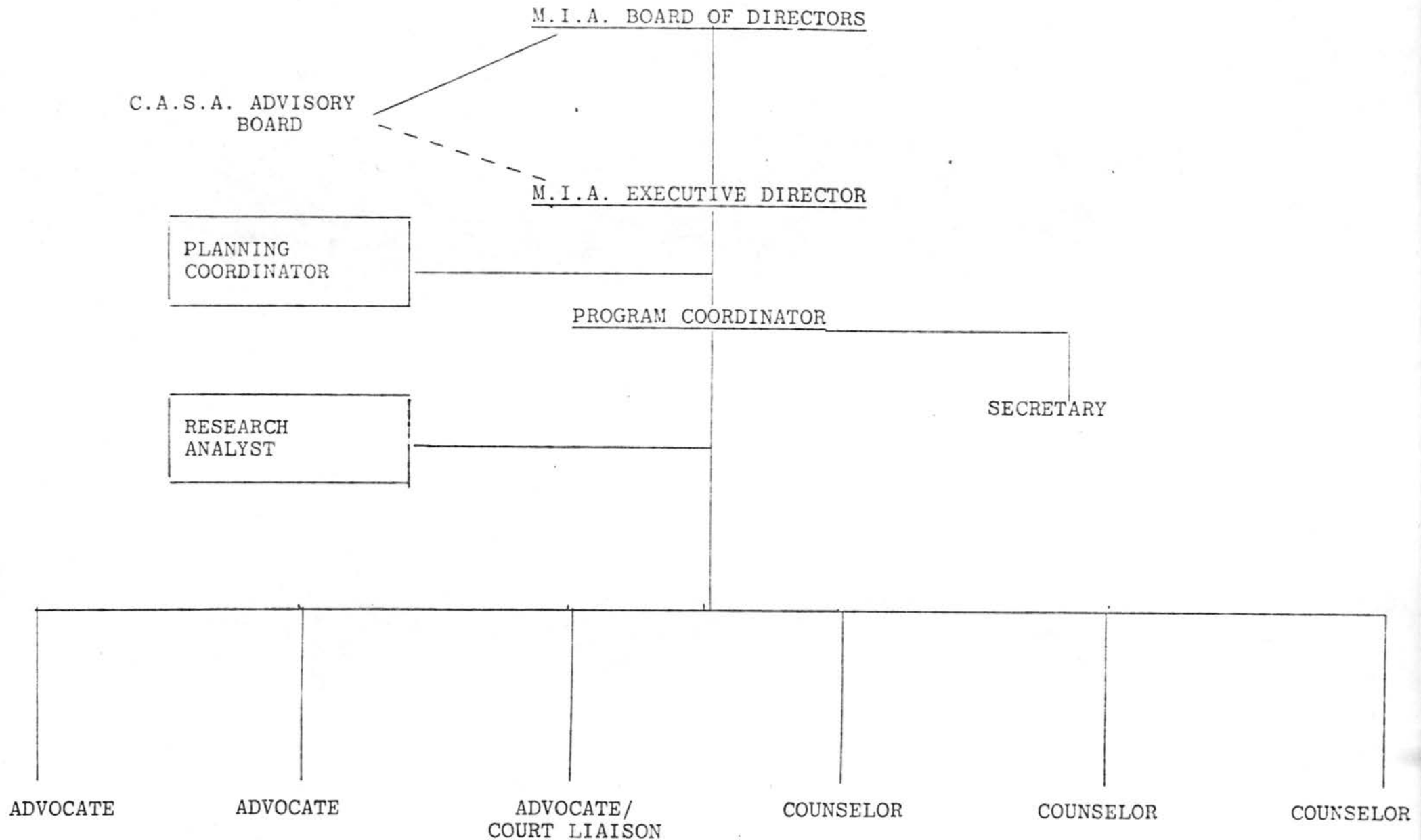
III. RECOMMENDATIONS

Based on the information gathered during the site review, we are recommending that the following actions be taken by CASA. We believe this action will improve the delivery of services to the target population and assist CASA in developing an internal management structure that is appropriate to their needs.

A. ADMINISTRATION

- . A formalized written statement of the responsibilities and authorities of the Program Coordinator should be developed and communicated to all CASA staff. This statement should clearly define the specific parameters of the Coordinator's responsibilities, including but not limited to those involving:
 - a) performance standards/evaluations
 - b) workload standards
 - c) hiring
 - d) budget control
 - e) internal policy development
- . All position descriptions should be re-written to clarify the responsibilities and qualifications of each position.
- . The need for the position of Research Analyst, as described in the position description, should be reviewed for consistency with the needs of CASA and H.E.M.
- . The position currently titled Research Analyst should be reviewed and a position description appropriate to the functions being performed and the needs of CASA be written.
- . H.E.M. should review its hiring practices to ensure that personnel hired in the future meet the qualifications of the position to which they are assigned.
- . Staff resumes should be reviewed and up-dated to reflect current qualifications and experience.
- . CASA should establish a specific period of sobriety for all counseling/advocacy staff with personal histories of chemical dependency.

CASA Organizational Chart



- . CASA should assess its compliance with the manual and make necessary adjustments, particularly related to evaluations; and these policies should be consistently adhered to.
- . CASA should compare the data that is available through the Saunders report to the information necessary for internal management/control and establish an internal reporting structure that will supplement the Saunders system. This system should, at a minimum, provide information regarding:
 1. The number of people being served by the advocates, number of contacts between advocate and client and case disposition;
 2. case load sizes;
 3. number of contacts between client and counselor;
 4. case dispositions including client outcome.
- . A data collection format should be established which would allow for more complete information regarding the users of the group counseling sessions.
- . The CASA Advisory Board should be made a subcommittee of the Board of Directors and that one member of the Advisory Board sit on the Board of Directors.

B. PROGRAM

- . The methods of delivering services to clients should be reviewed and, where necessary, clarified so that all staff are aware of their responsibilities in providing services to clients. This should include a clear statement of when cases should be transferred from the advocate to the counselor and at what point cases should be referred by the counselor to other chemical dependency providers.
- . A case management system should be designed whereby assignment of cases is based on equal workload and appropriate use of specialized staff skills.
- . Appropriate chemical dependency training should be made mandatory for all present and future CASA employees. Participation in training should be part of the performance evaluation.

- . All workshops to be sponsored by Training Advocates should be designed with input from chemical dependency counselors; and prior to presentation, they should be presented to CASA staff for critique and modification.
- . The training program offered by the advocates be re-evaluated jointly by Ramsey County Mental Health Department staff and the Program Coordinator to assess its appropriateness.
- . The record keeping system should be standardized so that necessary forms and documentation are included in the client files. All records should contain:
 1. The dates on which cases are opened and closed;
 2. a clear indication of the present status of the case (i.e., active, non-active, transferred, closed);
 3. release of information forms;
 4. types and frequency of contacts;
 5. required intake, referral and follow-up documentation.
- . A system should be designed to insure follow-up of clients referred to other agencies, especially those referred to chemical dependency treatment centers.

C. CONTRACT COMPLIANCE

The Ramsey County Mental Health Department and CASA should jointly review, and where appropriate modify, the existing contract to ensure that it is consistent with the goals of the service.

SUMMARY

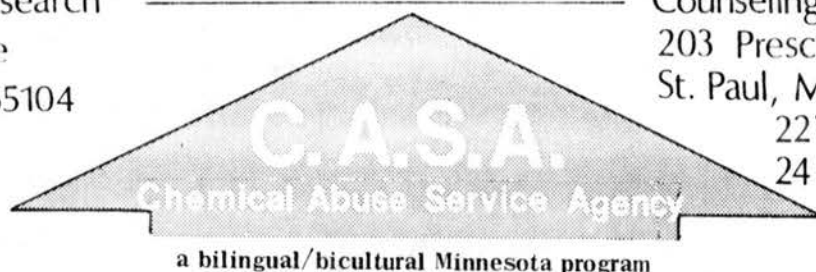
The site review that was conducted at CASA emphasizes specific administrative and service aspects of the program. The areas to be covered, as well as the method for collecting data, were selected to ensure that adequate information would be available to assess the concerns and complaints that had been expressed regarding the program.

The program areas cited in the body of this report require serious attention from the Administrative staff as does the internal management structure. We do not believe that the problems indicated in the report are insurmountable or in any way inherent in the type of service provided by CASA. Our contact with the CASA staff during this review process indicated a concern for the quality of the services being provided to the consumer and a willingness to modify the program in order to enhance services to clients.

As of January 1, 1980, the funding source from which CASA receives its revenue (Chapter 125) will become part of the general revenue made available to counties for social services. Because of this change, we are recommending to the County Board that contracts be established, with eligible Chapter 125 vendors, for a six month period beginning July 1, 1979. Contracts will be renegotiated in the fall of 1979 for calendar year 1980. It is the recommendation of the reviewers that the CASA contract be extended for the six month period beginning July 1, 1979 to allow the Program Director and Executive Director an opportunity to review the details of this report and the operation of CASA and begin to make necessary changes. We further recommend that the program be re-evaluated in November of 1979 to assess the progress made in implementing the changes that have been recommended and to make a determination regarding continuation of funding.

Education & Research
1162 Selby Ave
St. Paul, MN 55104
646-7817

Counseling & Intervention
203 Prescott
St. Paul, MN 55107
227-0831
24 hours: 227-7001



To: Alberto Alcala, Director, nEM
From: Marc Zimmerman, Coordinator, CASA
Date: 7/13/79
Re: CASA Functioning

There seems to be considerable confusion regarding CASA's functioning while awaiting negotiations on the On-Site-Review and approval of CASA's interim program for FY 80. This memo will outline what I believe we understand to be the situation and the action we would like the HEM Board to take.

1. The On-Site-Review is not an official document until we have responded to it and RCMH has responded to our response with a final draft.
2. CASA's proposed program cannot be formally submitted to RCMH until it has been formally approved for submission to HEM's board, and we assume that it will take RCMH at least a few weeks to respond to our proposal.
3. The On-Site Review currently states that we will be evaluated in terms of our movement toward meeting their recommendations within the next few months, but the Review also states until then we are to follow an extension of the old contract. Nevertheless, the implication is clear that CASA will not be refunded if it does not show substantial movement in function of a program which (as I believe our new proposal does) embodies corrections or solutions to concerns expressed in the review.
4. On the basis of these points, I have directed CASA staff to begin implementing the new program with the understanding that it is a modifiable plan of action, subject to changes by our Board, RCMH, you and me--and of course with continual staff input into possible changes step by step. To hold up any longer because of bureaucratic procedures and complications would leave CASA still floating between old and new programs and all the more likely to receive a negative review when RCMH looks at our program once again. Any and all suggestions for change are welcomed, so long as we all have a basic understanding that we do have an active plan of action to modify. In this way, we can expect to mount an excellent, improving record as we come up to our next review, and we can expect to be able to offer CASA's services to the Hispanics of Minnesota as soon as possible.
5. With this framework in mind, I would ask that you seek the Board's tentative approval of our proceeding with the new proposal until they have had a chance to review it and the On-Site-Review with an eye to suggestions and modifications. I would also ask that you request the Board to study and comment on both the On-Site Review and our program proposal as soon as possible. It should be remembered that the sooner they give their input, the sooner we can draft our response, and they can approve that, so we can then negotiate with RCMH. Also, the sooner they approve our new program as an active working paper towards a contract proposal they will have a chance to examine and approve some months down the road, the sooner we can submit the proposal to RCMH and see in what immediate and/or long-range ways they will demand modification.

Other matters are important to CASA functioning. The main concern I wish to express at this time has to do with CASA's ability to use CETA-funded young people for Summer or temporary work experience. Our utilization of such workers improves CASA's functioning and brings much needed revenue and experience to poverty young people, mainly Minnesota Hispanics. The opportunity to employ such people usually occurs rather suddenly, and in the context that if we cannot promise a fast hire, the sponsoring agency will place the client elsewhere. The machinery set up by the Board through its Personnel Committee slows down the hiring process considerably; it also creates complications which draw considerably on staff energies. I would therefore request very strongly that you ask the Board to consider waiving their normal hiring procedures for temporary staff, and that CASA (and perhaps other HEM components) have the freedom and flexibility to make such hires at least on a temporary basis.

Finally, I enclose a copy of our job description for the Advocate I position--an opening created by Lee Bowman's departure. Our advocates have been visiting various agencies, leaving word of the opening. Jose Trejo has agreed to have Teresa Martinez announce it on KDAN, and we will be utilizing State Employment Services. We would like to close applications on July 20, and have interviews as soon as possible after that, so that we can hire roughly on August 1. I would appreciate the Board's Personnel Committee taking this matter under consideration and setting up a time and date for us to meet to conduct the necessary interviews. I would prefer to have interviews Tues., 7/24, pm.

Thank you for your consideration, in the midst of your pressing work on the Title 303 proposal.

Sincerely,



Marc Zimmerman

c. Revenue Projections During Startup Year
September 1, 1980 to August 31, 1981

1) Chemical Dependency Program Division Formula Grant	\$ 70,000.00
2) Public Assistance @ \$9.00 per day x 2555 days of care ⁵	22,995.00
3) Food Stamps @ \$1.75 per day (est.) x 2555 days of care	4,471.25
4) Client Fees	2,000.00
5) Insurance @ .03 x \$105,000	3,150.00
6) Donations	1,000.00
7) Foundations	5,000.00
	<u>\$108,616.00</u>

d. Revenue Projections During Second Year
September 1, 1981 to August 31, 1982

1) Chemical Dependency Program Division Formula Grant	40,000.00
2) Public Assistance @ \$9.60 per day (est.) x 2738 ⁶	26,011.00
3) Food Stamps @ \$1.85 per day (est.) x 2738	5,065.00
4) Client Fees	4,000.00
5) Insurance @ .05% x 113,420.00	5,671.00
6) Donations	2,000.00
7) Foundations	4,000.00
8) County Title XX and Mental Health Services	30,000.00
	<u>\$116,757.00</u>

⁵Ten bed capacity x 365 days a year = 3650
3650 days of potential service x 70% utilization rate = 2,555

⁶Ten bed capacity x 365 days a year = 3650
3650 days of potential service x 75% utilization rate = 2738 days

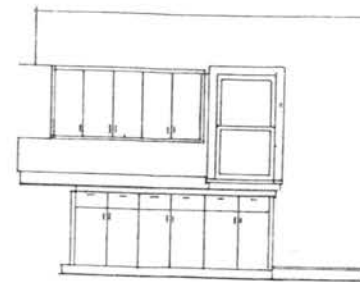
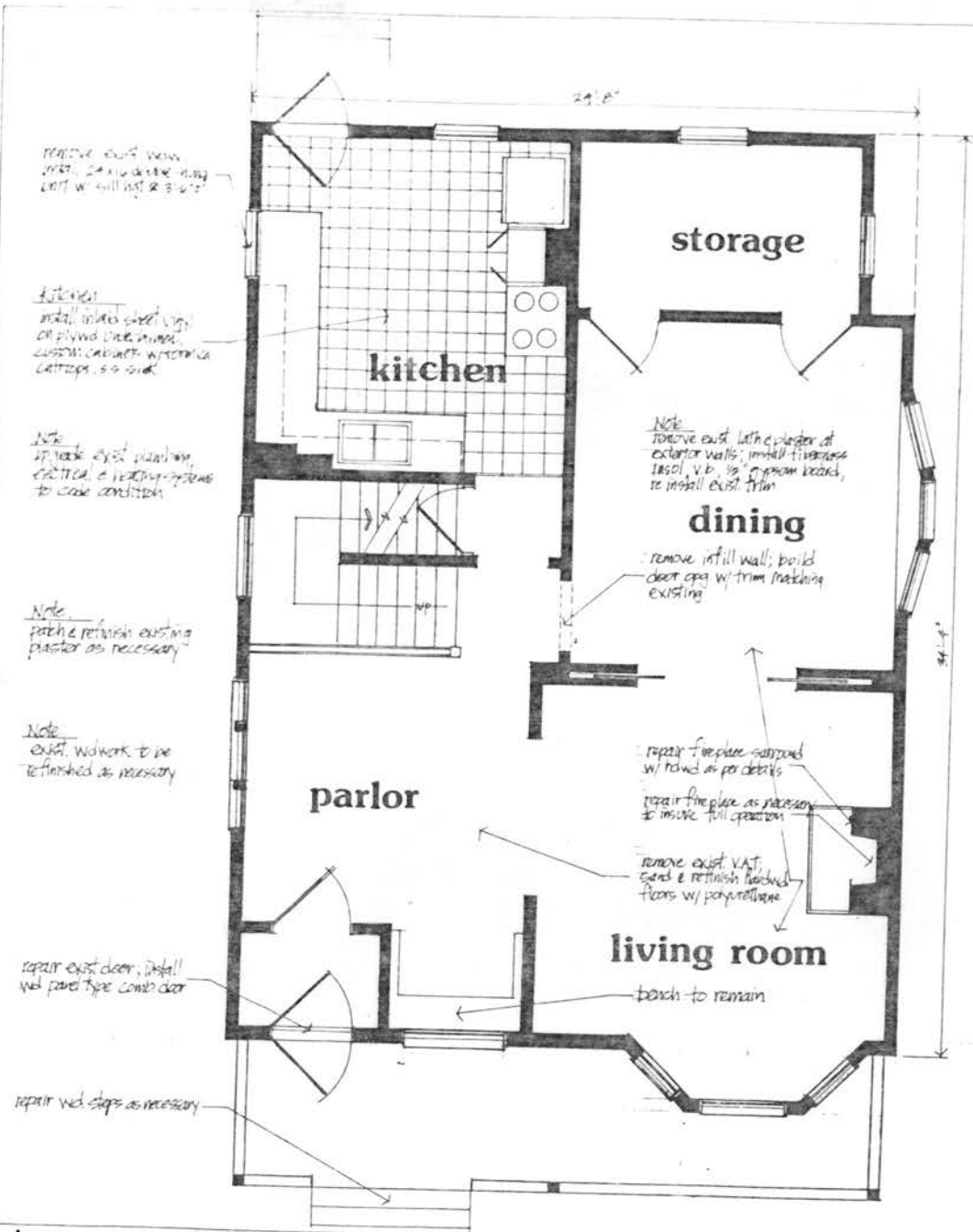


**Residence Renovation
776 Ashland Avenue**

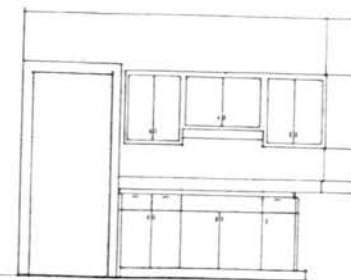
**Hispanos en Minnesota
Saint Paul, Minnesota**

the design collective, 111 west lake, mpls 55108 8224200

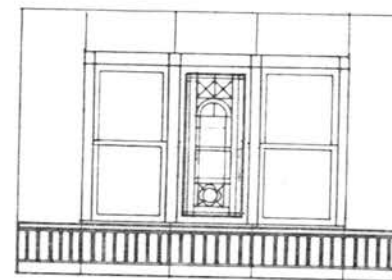
1



Kitchen: East 14'-1-0"



Kitchen: North 14'-1-0"



Dining: West 14'-1-0"

Note:
Preliminary - Not for Construction

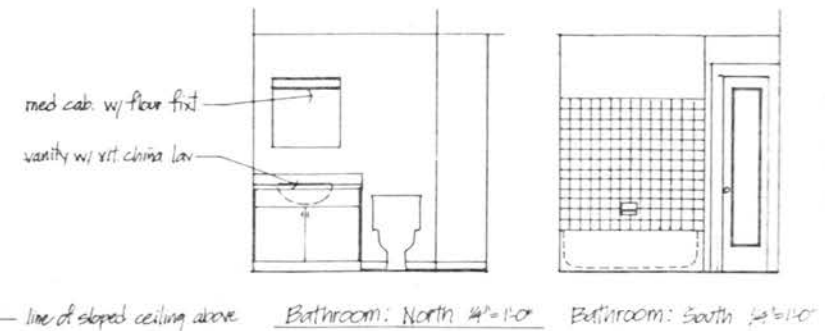
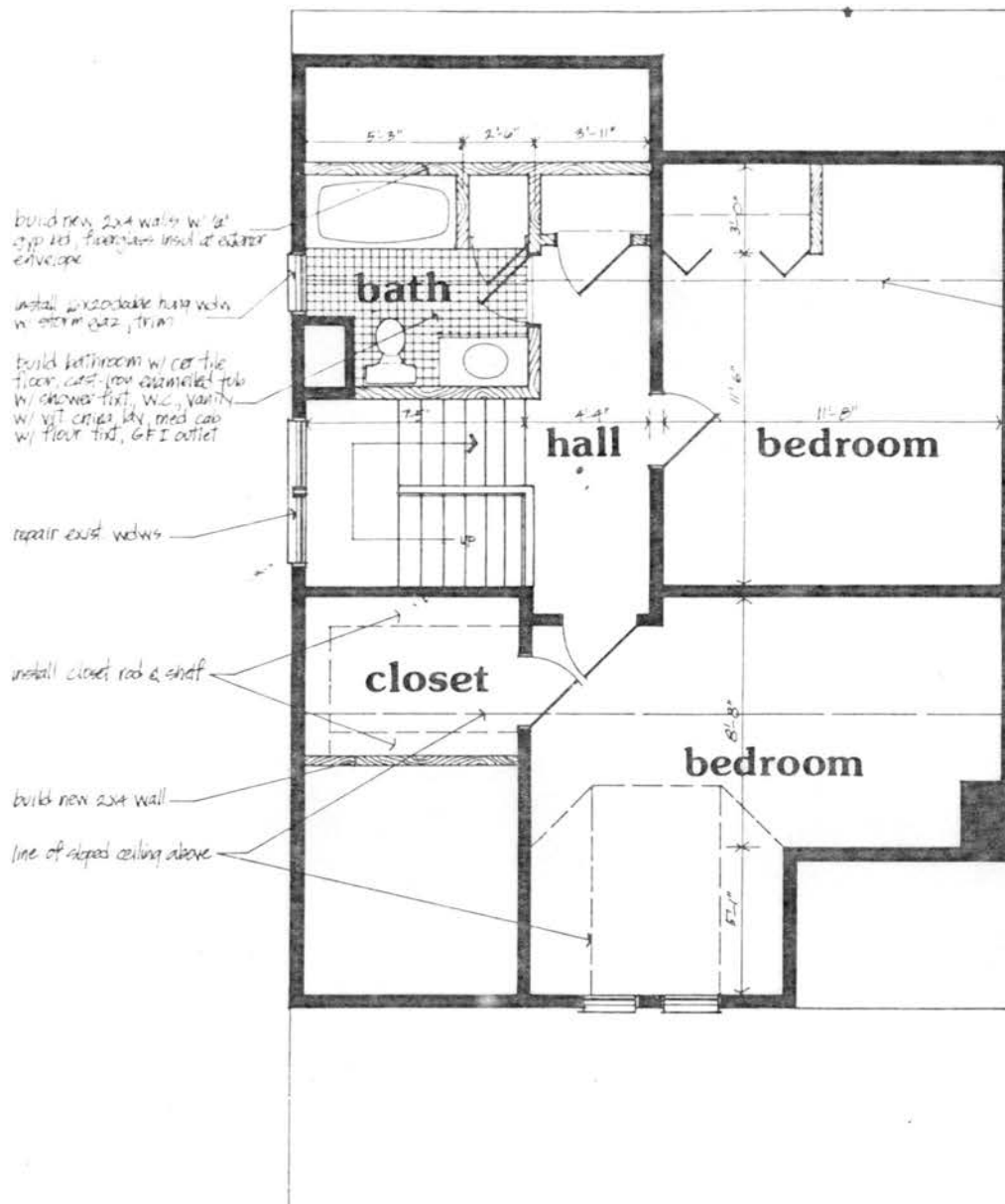
First Floor Plan



Residence Renovation
776 Ashland Avenue

Hispanos en Minnesota
Saint Paul, Minnesota

2



Note:
install 3/4" underlayment & carpet
in bedrooms, closets

Note:
remove exist lathe plaster at
ext. walls; install 3/4" fiberglass
insul w/ polyvinyl V.B.; 1/2" gyp
bd, pine trim to match existing
trim, repair exist trim as
necessary

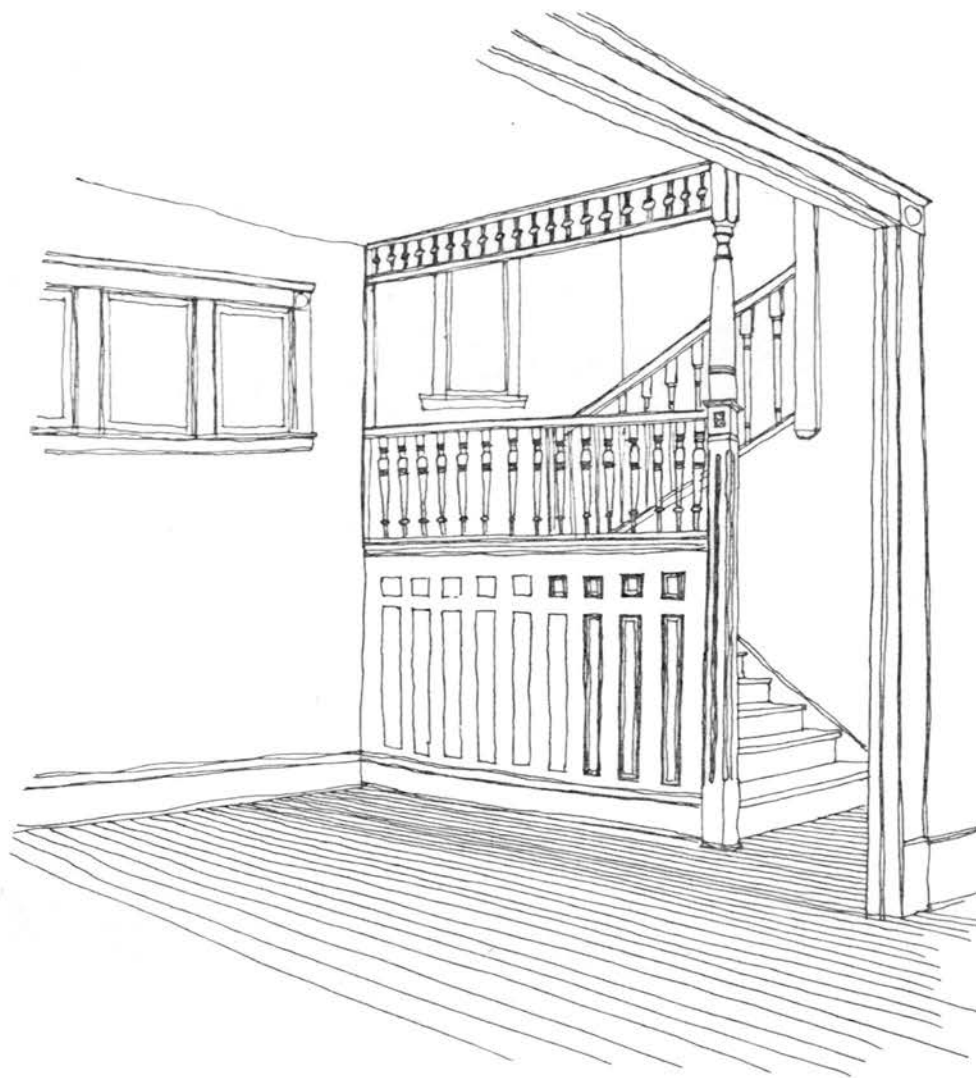
Note:
Preliminary Plans - Not for Construction

existing walls to remain
new walls
existing walls to be removed

Third Floor Plan 0 1 2 4

Residence Renovation
776 Ashland Avenue

Hispanos en Minnesota
Saint Paul, Minnesota



**Residence Renovation
776 Ashland Avenue**

**Hispanos en Minnesota
Saint Paul, Minnesota**



STATE OF MINNESOTA
SPANISH SPEAKING AFFAIRS COUNCIL

504 Rice Street
ST. PAUL, MN 55103

296-9587

Feb. 4, 1980

Mr. Ricardo Flores
Executive Director
Hispanos En Minnesota
1162 Selby
Saint Paul, MN 55104

Dear Ricardo:

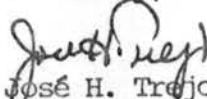
We are pleased to learn that Hispanos En Minnesota is submitting a proposal to provide outpatient treatment for chemically dependent Hispanic-Americans. The work performed by CASA (The Chemical Abuse Service Agency) in the area of outreach, advocacy and referral clearly indicates that the next logical step is to provide the services outlined in your proposal.

At the present time I do not know of any chemical dependency treatment program that provides bilingual-bicultural services, particularly in-depth counseling. Your proposed program will help to alleviate this critical need.

You have my support and endorsement of this proposal because a program of this nature is very much needed in our community.

Please keep me informed of your progress.

Cordially,


José H. Trejo
Executive Director

c.c. Council Members
Rob Stevenson

CENTRO CULTURAL CHICANO
1800 OLSON MEMORIAL HIGHWAY
MINNEAPOLIS, MINNESOTA 55411
(612) 374-2996

January 28, 1980

To Whom It May Concern:

Centro Cultural Chicano endorses the efforts of Hispanos En Minnesota in their drive to implement a chemical dependency out-patient treatment program for Hispanics of Minnesota, to be housed in designated medical facilities.

We fully concur that this out-patient services is needed for our clientele, and would compliment the existing services of CASA (Chemical Abuse Service Agency) and Centro's Chemical Dependency Program.

Sincerely,

Eulalia Reyes de Smith

Eulalia Reyes de Smith
Associate Director

era

January 23, 1980

Ricardo Flores
Executive Director
Hispanos en Minnesota, Inc.
203 Prescott
St. Paul, Minnesota 55107

Dear Mr. Flores:

It has come to my attention that Hispanos en Minnesota is in the process of developing a chemical dependency outpatient program for Latinos.

This services is a viable addition to the existing chemical dependency referral system established through the chemical abuse component of your agency (C.A.S.A.).

I encourage and support your efforts to continue serving the Latino population.

If I can be of further assistance, please contact me.

Sincerely,



PETER BELL

Director

Minnesota Institute on Black Chemical Abuse



UNIVERSITY OF MINNESOTA
TWIN CITIES

Office of Alcohol and Other Drug Abuse Programming
744 University Park Plaza
2829 University Avenue S.E.
Minneapolis, Minnesota 55414
(612) 376-3150

January 29, 1980

Ricardo Flores
Director, CASA
203 Prescott Avenue
St. Paul, MN 55107

Dear Ricardo:

I understand through Kathi Nasi that CASA is proposing to create a Latino Chemical Dependency outpatient facility with a hospital base. I further understand that this will be a bilingual/bicultural program that provides moderately long term assistance to persons in the Latino community whose lives are being disrupted by abuse of alcohol and other drugs by someone in the family unit.

I wish to lend my support to your efforts. I think that Minnesota's largest minority and one of its main cultural strengths has not been adequately provided for in the area of chemical use and abuse. The outpatient program envisioned is a good step in the direction of catching some of the downstream tragedies in your part of the state.

I want to assure you that besides our concern expressed here, we stand ready to assist you and your colleagues in technical assistance, evaluation, prevention, and community revitalization. We offer our continued support as partners in reducing the impact of alcohol and other drugs on our society.

Cheers,

A handwritten signature in dark ink, appearing to read 'JMS'.

James M. Schaefer, Ph.D.
Director



1706 University Avenue • St. Paul, Minnesota 55104 • 612/645-3661

January 23, 1980

Mr. Ricardo Flores
C.A.S.A.
203 Prescott
St. Paul, Minnesota 55107

Dear Mr. Flores:

Mr. Nick Puente of your agency called and requested the number of Latinos admitted to Twin Town Treatment Center. Our statistics show that from January 1 - December 31, 1979, there were four persons admitted to the residential program, three to the outpatient program, and five to the family treatment program.

Twin Town does not employ a Spanish-speaking counselor. We have appreciated the close cooperation of C.A.S.A. in serving Spanish-speaking clients through participating in conferences and supplying alcohol and drug abuse literature in Spanish.

If you wish any further information please feel free to call me at 645-3661.

Sincerely,

Robert L. Haven
Director

RLH/jl

Hazelden Foundation

P.O. BOX 11, CENTER CITY, MINNESOTA 55402 • 612 338 4400

January 28, 1980

Mr. Richard Flores
CASA
203 Prescott
St. Paul, MN 55107

Dear Mr. Flores;

I am writing this information at the request of Mr. Nick Puente who wanted this directed to you. He requested the number of Spanish speaking patients went through the Hazelden Foundation in 1979 and also if we have a Spanish speaking counselor.

The answer to the first question cannot be exact because we cannot by law keep or even ask questions about race, color, or creed. I did check this through with our computer department and that information is not stored in our computer system. The only information that I could find was that in the year 1979 we did admit approximately 20 patients from Spanish speaking countries, about half of these were from Mexico.

The answer to his second question is at this time we do not have a Spanish speaking counselor on the staff, however we usually do have someone on the staff who can speak Spanish.

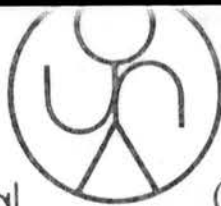
I hope this information is sufficient.

Sincerely yours.

Beth Hastings
Beth Hastings,

Research and Evaluation

St John's Hospital



Circle of Care

403 Maria Avenue • St. Paul, Minnesota 55106 • Telephone: 612/228-3600

February 18, 1980

Ricardo Flores
Executive Director
H.E.M./C.A.S.A.
203 Prescott
St. Paul, Minnesota 55107

Dear Mr. Flores:

Nicho Puente has asked us to send you some data on Chicanos/Latinos as they pertain to our treatment center.

Since February 1979, to the present, we have treated 14 persons of that extraction here at St. John's Chemical Dependency Treatment Center. This is an accurate count. It is unfortunate that the number is rather small in relation to the total number of admissions in our center.

We would like to be in a position to help more of your people, and I would be very happy to set up an appointment for you to meet with our Director, Frank J. Hall. If you so desire, please call me at 228-3471 and I will arrange such a meeting.

In the meantime I am enclosing a set of brochures of our various divisions that may prove to be helpful to you. Presently we do not have a Spanish speaking counselor on chemical dependency, but if there is a need we could no doubt, obtain one. As far as can be determined, our experience with the Chicano/Latino as patients has been favorable.

Sincerely,

A handwritten signature in cursive script that reads "Vincent E. Marien".

Vincent E. Marien
Administrative Assistant
to the Director
St. John's Chemical Dependency
Treatment Center

cc: Frank J. Hall

VEM/sm

ST. MARY'S

Rehabilitation Center

2512 SOUTH SEVENTH STREET, MINNEAPOLIS, MN 55454
(612) 338 2234

February 1, 1980

Mr. Ricardo Flores
C.A.S.A.
203 Prescott
St. Paul, Minnesota 55107

Dear Mr. Flores,

This letter is sent to you at the request of your Nick Puente. Mr. Puente informed me that he was conducting an informal survey concerning the level of participation of Letino and spanish speaking individuals in the Adult Chemical Dependency Treatment Program at St. Mary's.

It is my estimate that less than 1% of our patient population during 1979 would fit into this ethnic category. I would be surprised if we had more than 20 Letino or spanish speaking participants in our inpatient or outpatient treatment program over the course of 1979.

Mr. Puente also asked if we had any spanish speaking counselors on our staff. We do not have any such individuals.

I trust that this information will be helpful to you.

It is our sincere hope that the hispanic groups begin showing up more frequently in the chemical dependency continuum of care.

I would like to add that our relationship with C.A.S.A. has been both productive and positive. We look forward to having a more close working relationship with you as the number of Letino and spanish speaking individuals come into the treatment setting.

Sincerely,



Jay L. Hauge Assistant to the Director
Adult Chemical Dependency Program

JLH:sdw



Jamestown

11550 Jerome Trail St. • St. Paul, MN 55122 • (612) 429-5307

2800 Harriet Avenue South • Minneapolis, MN 55408 • 824-9878

January 22, 1980

Mr. Ricardo Flores
203 Prescott
St. Paul, Minnesota 55107

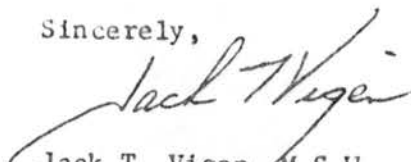
Dear Mr. Flores:

In response to your telephone inquiry: We have had (four) Latin Americans in our treatment program during the 1979 calendar year. We have (1) staff member who speaks Spanish fluently.

Jamestown is a long term residential therapeutic community which has the philosophy that drug abuse is symptomatic of other behavioral and developmental problems. Capacity is 14 male and 11 female residents. We do have an extensive after-care program.

Enclosed is our most recent "What's Happening at Jamestown" flyer.

Sincerely,


Jack T. Vigen, M.S.W.
Director

MINNEAPOLIS MEDICAL CENTER



ABBOTT NORTHWESTERN HOSPITAL

February 19, 1980

Mr. Ricardo Flores
C.A.S.A.
203 Prescott
St. Paul, MN 55107

Dear Mr. Flores

In the year 1979, we approximately served 10 Spanish speaking clients. We do not have a Spanish speaking counselor on our staff at this time.

Best regards

Cayle Enyart
Chemical Dependency Unit



MOUNDS PARK HOSPITAL

TWO HUNDRED EARL STREET • ST. PAUL, MINNESOTA 55106 • TELEPHONE 774-5901

Sponsored by the BAPTIST HOSPITAL FUND, INC.

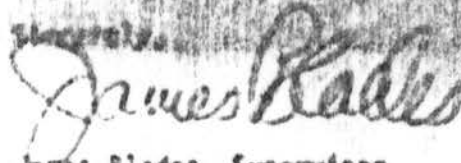
January 29, 1980

Mr. Ricardo Flores
C.A.S.A.
203 Prescott
St. Paul, Minnesota 55107

Dear Mr. Flores:

This letter is written in response to
Mr. Nick Puente's request for information concerning the
number of Chicanos who have been in our Outpatient Treatment
Program for the past year.

Our records show that we have had no Chicanos enrolled
in our program in 1979. If I can be of further assistance to you,
please feel free to call me on 774-6001.


James Blades, Supervisor
Chemical Dependency Outpatient Unit

JB:mb

0



Veterans
Administration

January 28 1980

Sr. Ricardo Flores
Executive Director
H.E.M./C.A.S.A.
203 Prescott
St. Paul, Minnesota 55107



Sr. Ricardo Flores:

We have had only one patient who has attended our program. He did not complete this program and is presently residing in the St. Paul, Mn. area.

In answer to your second question, to my knowledge we do not have on our staff a Spanish speaking Chemical dependency counselor.

Arturo Rodriguez
Medical Information Section



WILLMAR STATE HOSPITAL
WILLMAR, MINNESOTA

January 28, 1980

Mr. Ricardo Flores
CASA
203 Prescott Avenue
St. Paul, MN 55107

Dear Mr. Flores:

I am writing regarding our conversation about Chemical Dependency services provided to people of Latin background at Willmar State Hospital. The hospital has not provided services for many people with Latin backgrounds. I would, as I indicated to you, only be guessing as to the number of people that we have served. The number would be less than 1% of our total population, approximately 2 - 3 people per year.

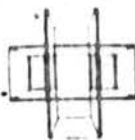
The hospital does not employ a Spanish-Latin speaking counselor in the Chemical Dependency Program.

Sincerely,

A handwritten signature in cursive script that reads "Gary A. Larson".

Gary A. Larson, MSSW
Community Liaison

GAL/nlw



METROPOLITAN
MEDICAL
CENTER

900 South Eighth Street
Minneapolis, Minnesota 55404
Telephone 612/347-4444

January 23, 1980

Mr. Ricardo Flores
C.A.S.A.
203 Prescott
St. Paul MN 55107

Dear Sir:

Mr. Nick Puente requested we inform you of any clients we served of Spanish descent from February 1979 to January, 1980.

To the best of my knowledge we had one client of Spanish descent during that time.

We have no Chemical Dependency counselors who speak Spanish.

Sincerely yours,

Evelyn C. Nelson
Evelyn C. Nelson
Counselor
Chemical Dependency Unit

ORBITAL INC

104 West Franklin

• Minneapolis, Minnesota 55404

• (612) 874-9811

January 30, 1980

Ricardo Flores

CASA

203 Prescott

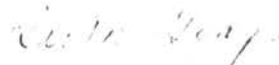
St. Paul, MN. 55107

Dear Mr. Flores:

In response to your request for information regarding the number of Latino clients we've serviced in 1979, I can at this point only approximate. (Our 1979 report will be put through a computer in February, 1980, and then I can provide accurate information.)

After talking with other staff persons, we are guessing that at most we've seen 1 - 2 Latino persons out of approximately 400 clients, something less than 0.5%. The possibility exists that there were none. No staff person is Spanish-speaking.

Sincerely,



Ruth Graf

RG/mp



22 27th Avenue S.E.
Minneapolis, Minnesota 55414
Phone (612) 332-6306

January 30, 1980

Mr. Ricardo Flores
Executive Director
H.E.M/C.A.S.A.
203 Prescott
St. Paul, MN 55107

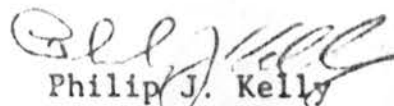
Dear Mr. Flores:

With reference to your letter dated January 28th, please be advised that 3 Chicano/Latino residents were served at Bridgeway Center from February 1979 to the present.

We do not have a Spanish-speaking counselor.

I trust this information will be of some help to you in your survey.

Sincerely,


Philip J. Kelly
Program Director
Bridgeway Center

PJK:mm^c

Frank R. Milerark
Chief Executive Officer

Moose Lake State Hospital

Phone Number:
(218) 485-4411

1000 LAKESHORE DRIVE

Moose Lake, Minnesota 55767

VISITING HOURS 9:00 A.M. TO 6:00 P.M.

January 31, 1980

Mr. Ricardo Flores
CASA
203 Prescott
St. Paul, Minnesota 55107

Dear Mr. Flores:

This letter is to document the conversation I had on Monday, January 28 with Mick Puente of your agency. In calendar 1979 we had seven Chicanos here at Moose Lake for chemical dependency treatment. We do not have a Spanish speaking counselor. If I can be of assistance in providing any additional demographic information, feel free to call on me.

Sincerely,

LAKESHORE CENTER FOR
CHEMICAL DEPENDENCY

David H. Kelley
David H. Kelley,
Research Analyst
CD Program Evaluator



STATE OF MINNESOTA

DEPARTMENT OF PUBLIC WELFARE

ANOKA STATE HOSPITAL

ANOKA, MINNESOTA

55303

PHONE: 421-3940

February 8, 1980

Mr. Ricardo Flores, Executive Director
H.E.M./C.A.S.A.
203 Prescott
St. Paul, MN. 55107

Dear Mr. Flores:

I am writing in response to your letter dated January 28, 1980. In calendar year of 1979, we had 714 admissions to the chemical dependency programs here at Anoka State Hospital. We do not keep specific data as to the number of Chicano/Latino patients that are admitted to our programs.

My best quesstimate is that approximately ten were admitted during 1979. We do not have a Spanish speaking chemical dependency counselor on our staff.

I hope this information is of assistance to you.

Sincerely,

Bruce Olson, Associate Administrator
Chemical Dependency Services

BO/dcj

AN EQUAL OPPORTUNITY EMPLOYER



a Hispanos en Minn. component

Since its inception in 1977, C.A.S.A. has provided services to ^{however} ~~over~~ 1,200 clients, ^a ~~definite~~ break in the continuity of services available for ^{to C.A.S.A. staff} ~~Hispanic chemical abusers~~ became evident. ^{highly structured} ~~Hispanos en Minnesota/CASA~~ has long advocated for the development of continuum of care ^{which could meet} ~~services geared~~ toward the needs of chemically dependent Hispanics. If we are to adequately address the needs of our clients it is necessary to develop medium to high structural Chemical Dependency services for our target population.

The lack of service continuity can be attributed to the fact that in the metropolitan area there are no bilingual/bicultural treatment centers which adequately meet the Hispanic populations needs; ^a ~~this~~ disparity exists across the full spectrum of social services.

^{Based on estimates developed by} ~~According to~~ the Latino Social Service Needs Assessment, the unsuccessful efforts by service providers operating within the Hispanic community can be attributed to:

1. A lack of Spanish speaking staff;
2. Overt or covert refusal to provide services due to ineffective communications.
3. Cultural gap discomfort often experienced by client and worker due to lack of cross cultural experience on both party's parts.

The matter of ineffective communication, service inaccessibility, cultural indifference (on both sides) are only attributable to a small fraction of the total problem, however, ^{by not} ~~without~~ countering these often insurmountable hurdles, there will continue to exist service inaccessibility to ^{the} ~~Hispanic~~ chemical abusers.

Service inaccessibility ^{and inaccessibility} ~~has thus far~~ prevented effective ^{programmatically} ~~available~~ services for chemically dependent Hispanics. Hispanos en Minnesota proposes to ^{address this problem by} ~~specifically~~ target ^{tailor made} ~~tailor made~~ services ^{meet} ~~to~~ the needs of ~~the~~ chemically dependent Hispanics. Within a dual concept program (Out-Patient - Halfway House) Hispanos en Minnesota proposes to develop ^{linguistic and culturally sensitive programming} ~~cultural programming~~ which will facilitate ^{the efforts} ~~rehabilitation~~ for Hispanic chemical abusers. ^{Designed after}

^{including} ~~Professional and self help~~ concepts the program will utilize ^{tools} ~~which~~ ^{which} will improve self esteem, develop positive relationships with family and friends, plan individual recovery programs, and increase employability and educational potential.

DOCUMENTATION OF NEED

a. General Information

Attempts to rehabilitate those dependent upon chemicals have for years met with only limited success. In Minnesota, In-Patient treatment programs, Out-Patient treatment programs and a variety of counseling services have all indicated that the problem is one ^{which} ~~that~~ is not easily resolved.

Within Minnesota there exists a multitude of chemical abuse programs, some more successful than others. ^{many have come and gone with the} However, ^{passage of time} with the exception of Chemical Abuse Service Agency (C.A.S.A.) a Hispanos en Minnesota program, and Centro Cultural Chicano's drug abuse program, there are no ^{ne} others equipped to deal with the language and cultural barriers which currently ^{act as obstacles} exist for an estimated 6,800 Hispanic chemical abusers.¹

Hispanos en Minnesota ~~is~~ ^{is committed to the development of} a private non-profit social action organization, ~~interested in establishing an integrated Out-Patient-Halfway House program,~~ ^{high-structure services} which could address the needs of Hispanic chemical abusers. As a private non-profit organization Hispanos en Minnesota (H.E.M.) ^{currently a wide variety of} provides emergency and supportive ^{services} to Hispanic residents of Minnesota.

Originally established as a migrant farmworker program, Hispanos en Minnesota has since become a multi-faceted social action agency administrating a wide range of services to the Hispanic population. ^{Included} Among its ~~wide range of programs is~~ ^{components are:} the Chemical Abuse Service Agency (C.A.S.A.). ~~The Chemical Abuse Service Agency was~~ ^{was} established by Hispanos en Minnesota in 1977, C.A.S.A.

^{→ was} The program ^{was} initially contracted to research and assess the needs of chemically dependent Hispanics in Minnesota, ^{then the program} but has ^{after accomplishing its mission} since evolved into a bilingual, bicultural information and referral center funded under the Community Social Services Act. ^{C.A.S.A.'s contract was extended and it} by Ramsey County under the Community Social Services Act.

¹ Minnesota presently has a Hispanic population of 49,500 with a concurrent increase in substance abusers among this population.

*see research
able need*
P2 Based on documented research, reflecting a disparity in the availability and quality of continuum of care services to our *Hispanic* client population, *is proposing to develop drug abuse* Hispanos en Minnesota *has developed* a framework by which an integrated *address* residential and non-residential *Hispanic* program could begin to *will* meet the needs of drug dependent clients. *Counseling and lodging facility -*

Our proposal
P3 Hispanos en Minnesota *will* proposes to establish a program which *will* address the cultural and linguistic needs of our clients, *while at the same time providing the basis for specialized services revolves around several* *has evolved* *lead toward the cultural rehabilitation of our clients a personal rehabilitation program for our clients*

- 1- Studies have revealed that a client while under stress, i.e., a counseling² situation, will revert to their predominant language.
2. Minnesota has a Hispanic population of 49,500 of which an estimated 6,800 have been identified as being potentially chemically dependent.³ Compounded by a 5.7% annual increase within the Hispanic population a concurrent rise in the incidence of substance abuse among Hispanics can also be anticipated.
- 3- Random surveys conducted in 1977 and 1979 revealed that the majority of treatment programs within the metropolitan area and bordering counties were not equipped to provide translation or bilingual counseling services to Hispanics, and that an equitable percentage of bilingual counselors were not available to provide such services.
- 4- Statistics compiled by Project Remand Staff indicate that Hispanics and Blacks are the only ethnic groups increasing in the rate of drug related criminal offenses while other ethnic groups have in fact decreased accordingly in the same offenses.

It is generally accepted that difficulties encountered when attempting to provide adequate treatment to chemically dependent Spanish speaking persons can be attributed to *a myriad of* social variables, which *is* not understood can become insurmountable barriers, between client and counselor, (e.g. culture, language, literacy, education, religion and economic factors.) Studies have revealed that language and cultural barriers are a basic reason for the problems frequently encountered between client and service providers.

³ Torrey, E. Fuller, The Mind Game.

⁴ Ramsey County Mental Health, "Latino Social Service Needs Assessment Report", August, 1979.

It is an extremely difficult task to ask anyone to communicate with a person who does not speak your language, especially during times of stress.

It is not uncommon to observe bilinguals forgetting their second language altogether when becoming sufficiently disturbed. Cognitive anthropology has determined that language shapes the thought. Therefore, Spanish speaking persons often need not only somebody who shares the Spanish language, but someone who shares a cultural world view as well.⁴

Unemployment, illiteracy, crime, drug abuse and many other variables continue to plague the Hispanic population. In a brief glance at the Metropolitan area Halfway House resources, there are special population type halfway houses serving Indians, Blacks, Women and Youth, however, there does not exist a halfway house

nor Out-Patient chemical dependency facility that can provide ~~highly structured and culturally appropriate services~~ effective services to the Hispanic population in Minnesota, which many Hispanic clients require.

the cultural and linguistically appropriate

b. Hispanos en Minnesota/ C.A.S.A.

A recent sampling of the ^{2/19} C.A.S.A. client files ~~for one~~ month reflected that of ~~thirteen~~ ² clients intaked, there were ~~three~~ ²⁷⁶ clients who in fact needed transitional care after completing primary treatment. Of the ~~thirteen~~ ² clients intaked during the sampling, ~~five~~ would have benefited from an Out-Patient chemical dependency program. ~~Also reflected in the sampling was a 30% to 40% incidence of C.A.S.A. clients failing to complete their programs or returning to C.A.S.A., AFTER initially being referred out.~~

Chemical dependency is not limited to geographic boundaries.

~~It has been concluded that chemically dependent Hispanics are not only located in the Metropolitan area, and that a significant percentage reside in the out-state areas as well.~~ *Many* ² *of* ² *phone calls are received from out-state county social service agencies requesting help in working with their clients and/or setting up an aftercare program, which would also include halfway house services. This has happened at a frequency of 3 per month over the past year.* *has occurred at a rate*

c. Minnesota State Plan on Chemical Dependency

Consistency with the Minnesota State Plan on Chemical Dependency would provide for the establishment of a Halfway House for Hispanics. The Minnesota Comprehensive Chemical Dependency State Plan for October 1, 1979 to September 30, 1980 states a treatment goal of providing a full continuum of chemical dependency services needed by Minnesota citizens, an objective for this goal is to expand residential, transitional facilities for special populations. Specifically, the Management Information system data supports the need for halfway houses to serve Youth, Women, and Latino populations. The Chemical Dependency Program Division, in preparing a five year plan for Minnesota, noted that the data collected for the development of the State Plan supports the need for a halfway house to serve Hispanics.

d. State Management Information System (MADCAP)

Because the Minnesota Management Information System has only recently begun to produce data, only a limited amount of information is available at this time.

In a production report for July 1, 1978 to December, 1978, the data reflected an imbalance between ~~those~~ special (minority) populations being referred to halfway houses. Indians make up 1.8% of the population being referred to halfway house facilities; Blacks constitute 1.5% referred to halfway houses; while 0.09% Hispanics were referred to halfway houses. This information reflects the accessibility to continuum of care services by special populations. The need for specialized programming for the Hispanic population is an area that has long been overlooked as can be reflected through the MADCAP data.

e. Saunders Software

Based on data retrieved from the Saunders Reporting system we have determined that Hispanics utilize short term chemical dependency counseling as their major referral. One out of every hundred Hispanics utilize halfway house services, while two of every hundred Blacks goes to a halfway house. Every Hispanic intaked under the Earlier Intervention program subsequently returns

for another 3 referrals to receive additional services. In comparison to other special populations: ^{this} reflects a gross disparity of services; i.e., for every additional client referral among blacks there occurs two separate client intakes.

The lack of continuum of care facilities designed to meet the needs of Hispanics can be reflected in the low success rates and high drop out averages common among chemically dependent Hispanics. ^{this disparity reinforces the need for} The establishment of a continuum of care facility ^{which could} for Hispanics would most certainly be utilized ^{as a referral source} by Early Intervention and Short-term counseling programs ^{unable to adequately provide} ^{attend} ^{to Hispanic} ^{drug abuse} ^{problems}

f. Criminal Justice

On the West Side of St. Paul the Neighborhood Justice Center exists to provide legal services for the residents in the community. An attorney with the Neighborhood Justice Center ^{no work} ^{involved in} with Hispanics ^{with} legal problems states that about 40% of the clients he works with have drug or alcohol problems. In his opinion, of the clients he sees during any given week, at least one could be referred to an Out-Patient chemical dependency program.

Project Remand estimates that they see about 4 Hispanic clients a week in their pre-sentence diversionary program. On the average it is estimated that 50% of all Hispanics interviewed by Project Remand have chemical dependency problems requiring treatment, other than short term counseling.

g. Ramsey County Needs Assessment

The Ramsey County Mental Health Department recently conducted a Social Service Needs Assessment of the Hispanic population in Ramsey County. A formal analysis of the data is not complete, however, in some informal discussions with ^{Ramsey County staff} Mr. Roy Garza, it was ^{concluded} ^{understood} that there ^{population of the} was a chemical dependency problem ^{did exist} within the middle-class Hispanics in the Ramsey County area.

h. Aztlan Cultural Organization

The Aztlan Cultural Organization, a Stillwater Prisoners organization, was established for the purposes of meeting the needs of Hispanic inmates in Minnesota Correctional Institutions.

Aztlan Cultural Organization's membership varies, however, over the past two years since its inception Aztlan has become a representative organization for concerned community and Hispanic inmates. In Stillwater State Prison there are typically fifteen inmates who belong to the Aztlan Organization. Members of the organization believe the issue of chemical dependency is the major problem being faced by the inmates.

Judging from the criminal justice data which indicates 60% to 70% are chemically dependent there are ten inmates who could benefit from the Out-Patient/Halfway house program.

GOALS AND OBJECTIVES

The goal and objective of the proposed Out-Patient/Halfway House program is to operate a community transitional residence on a 24 hour basis with the capacity to ~~serve ten persons at one time.~~ *Provide board and lodging for ten persons at one time.*

Integral with this service is the operation of an Out-Patient Treatment Program for the benefit of those community transitional residents who need chemical abuse counseling services for persons from the community at large.

The ~~new~~ program concept will utilize existing counseling resources to offer the full range of human services, e.g. employment, education, legal assistance, family and financial counseling.

Additional services will include out-reach functions to referral sources which will involve in-service training sessions, program orientation, and case consultation, around issues and problems relevant to the chemically dependent Hispanic in the continuum of care.

Counselors will conduct client follow-up and program evaluation through a systematic procedure designed by program administration based on State and Local requirements.

The program will continue to work with counties and supply them with data and information that may be relevant in determining future funding cycles. *All information will conform with state info.*

The program will endeavor to meet all existing state and local licensing standards, and will solicit participation by *gathering requirements.* all interested persons through the established advisory committee mechanism.

*Short term transitional
residential program*

*Treatment techniques: Behavioral modification
Transactional analysis*

PROGRAM

a. Introduction

The Program has very practical meanings in that the combination of an Out-Patient setting with a transitional setting offers the person the opportunity to avail him/herself of the medium to high structural services that will assist them 1) to recovery from chemical dependency, 2) to become self sufficient group supporting individuals, and 3) to ultimately achieve a realistic, goal oriented lifestyle that will allow them to become productive members within their community.

The care and treatment of these individuals through State licensed programs ^{must} is the goal which Hispanos en Minnesota will endeavor towards on behalf of its client population.

Staffing will consist of human service professionals who have experience relating to the Hispanic population and competence in the area of chemical dependency.

Every effort will be made to ensure individual treatment planning while ^{at the same time participating in} utilizing a Peer Group support model ^{tools} which will utilize bilingual/bicultural audio and visual ^{aids} which can gauge the progress of clients. Experienced professionals will participate in presentations and will monitor the development of the program during the developmental phase of the first year.

Ancillary services such as employment, legal, family, spiritual, financial, will be provided by group facilitators. *All group sessions will be taped and recorded for possible future use.*

The program will consist of a multi-phasic approach, with a daily routine of chemical dependency services, supportive residential environment ancillary services, ^(i.e. employment, housing, health etc.) and a family supportive environment.

b. Training Methodology

An ideal class will consist of ten to fifteen people in each class. One chemical dependency counselor will monitor each class, *and will participate along with all group facilitators.*

A training site is considered adequate if it can comfortably house a table at which fifteen clients can be seated, a room which has adequate lighting for reading purposes, and an electrical outlet to power audio and video equipment. *Class sites will be available at the proposed program sites.*

Upon completion of the program's first year a video and audio library of lessons will have been accumulated for use in ^{subsequent} ~~future~~ classes. One counselor equipped with tapes, literature and other supplies will be able to provide counseling and training ~~for~~ five days a week for a period of four weeks. The total amount of clock hours of instruction and counseling time per client will be eighty hours.

The material used in employing the counseling module for the program will be developed by Hispanic and non-Hispanic professionals from within the Metropolitan area.

c. Training Technique

The second client who expresses a viewpoint has a decided advantage over the person who discussed the content initially in that the second client cannot only discuss the material content, but can also criticize and evaluate the views of the first client.

It follows, then, that the third client is in a more enviable position than the first two in that the third client can discuss the material content, criticize and evaluate the views of the first two clients, and also comment on the criticism and evaluation of the second client.

As the controlled discussion moves around the table, each succeeding client has an escalating advantage over their predecessors.

Only when the same material content is presented the following day do the clients have the opportunity to counter-criticize and evaluate the previous day's critiques. This technique serves to indelibly imprint the material content on the character and attitudes of every participant in that the content is presented and re-hashed from several different points of view. After the third presentation of the Lesson of the Day, in accord with the Counselor's Lesson Plan, the Counselor will move to the next lesson.

This technique is known as spaced repetition and when employed in conjunction with the aforementioned dual sensory perception, induces the most effective learning technique known to man.

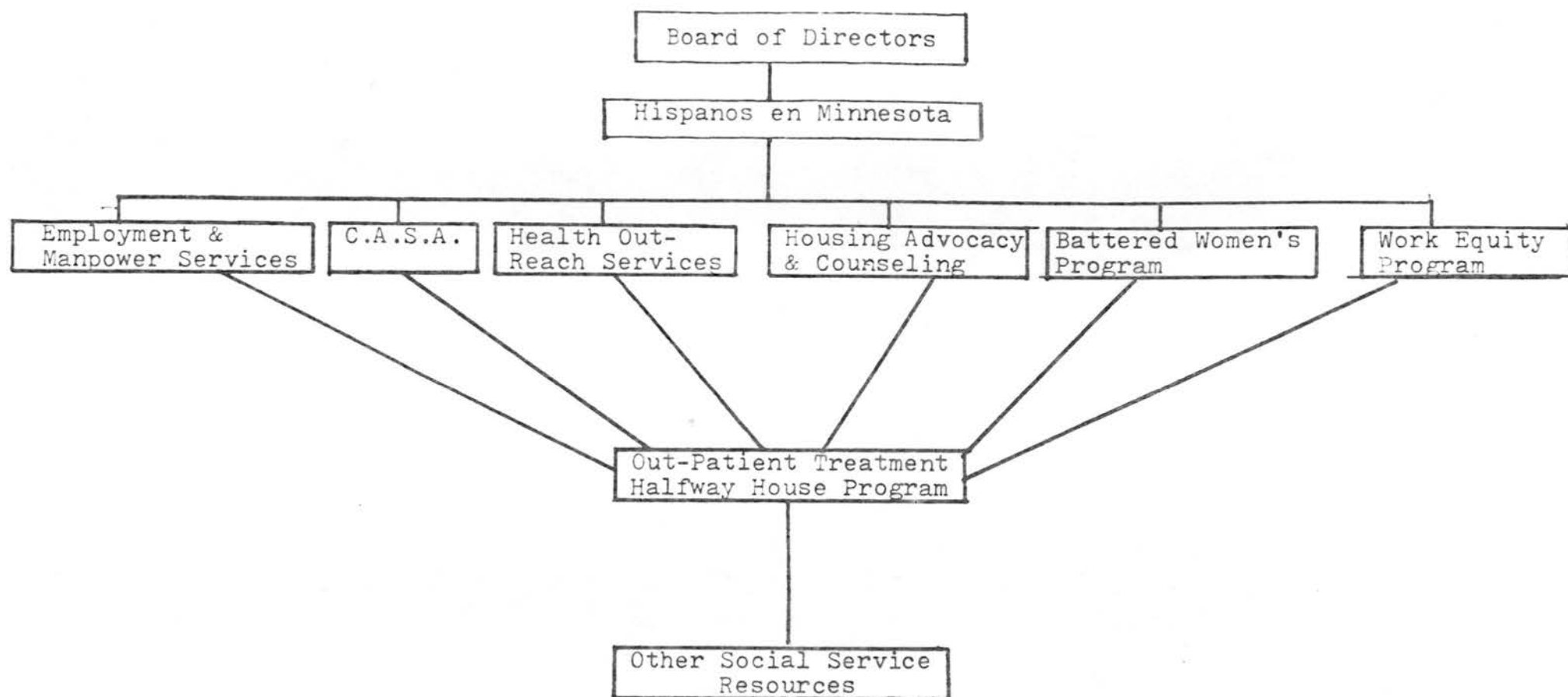
Perhaps an additional word is in order with reference to utilization of dual sensory--spaced repetition technique. With reference to dual sensory perception; using the eyes and ears simultaneously increases one's capacity to concentrate and extends the attention span.

With reference to spaced repetition, presenting the information repeatedly causes an individual to recognize and evaluate his or her own retention capacity and accuracy--as well as challenge the retention capacity and accuracy of other participants.

As one achieves perfection in retention and accuracy, he/she gains confidence in themselves and the attitudinal change and expanding self-image change is set in motion. It is not uncommon for clients to initiate study of the day's lesson for several reasons: The desire to understand the precise meaning of the words and phrases on the tape to be able to challenge the understanding or lack of understanding of the other clients. They want to be ready and prepared for the next day's discussion period because they realize they only have three minutes to respond.

Within a four week session the client is motivated to develop his/her own study habits, the use of the dictionary, exact phrasing of comments, etc.. They discover they can both teach themselves and learn to apply valuable life satisfying techniques. Because of the quality and content of the counseling concept the clients develop a positive attitude, and expanded self-image and a constructive out-look on life.

ANCILLARY SERVICE RESOURCES



ORGANIZATIONAL DATA

Hispanos en Minnesota is a private non-profit social action organization established to provide emergency and supportive services to an Hispanic population. Originally established as a volunteer organization providing emergency shelter services to migrant farmworker families - Hispanos en Minnesota has since become a multi-purpose social action agency capable of providing a wide range of services.

CHEMICAL ABUSE COUNSELING

The Chemical Abuse Service Agency (C.A.S.A.) was originally contracted for the purposes of education and research, as well as intervention and counseling. Under the Governor's Chemical Dependency Bill C.A.S.A. provided the aforementioned services, however, in 1979 the passage of the Community Social Services Act brought about change in the contract. Emphasis was placed on limited intervention and counseling.

BATTERED WOMEN'S ADVOCACY AND EDUCATION PROGRAM

The Battered Women's Program is the most recent contract acquired by Hispanos en Minnesota. Contracted in May, 1980 with the Department of Corrections the purpose of the program is to Advocate for Hispanic Battered women and to educate community resources on the importance of optimal service delivery.

HEALTH OUT-REACH AND REFERRAL SERVICES

The Health Out-reach program was contracted by Hispanos en Minnesota in July, 1979. Contracted for a two year term with a good possibility of extending the contract beyond 1981. The purpose of the program is to provide out-reach health services to Hispanic residents who may not be aware of existing Health resources available to them. Services include transportation, translation, referral and emergency assistance.

HOUSING AND URBAN DEVELOPMENT COUNSELING AND ADVOCACY SERVICES

This H.U.D. contract is designed to provide counseling and advocacy services to low income clients interested in purchasing homes or assisting clients in locating rental units. Assistance in lease contracts and tenants rights.

PROGRAM SCHEDULES

3 Typical Profiles

Client I High legal involve-
ment, i.e. Current
case in court

Heavy chemical use
on frequent occasions

low support systems,
i.e. non-functioning
relationship with
family

Client II Medium legal involve-
ment, i.e. Past Court
involvement.

Medium chemical use
i.e. Episodic use on
frequent or infrequent
occassions.

Medium support systems
i.e. some function with
relationships

Client III Low legal involve-
ment, i.e. no prior
involvement with the
courts.

Low chemical use, i.e.
sporadic use on infrequent
occassions

High suuprot systems, i.e.
functioning relationships in
most areas of life.

SERVICES OFFERED - HALFWAY-HOUSE

Chemically free, transitional
environment- room and Board
Supportive family, group, and
individual sessions
Referrals to community services
Monitor employment
House meetings

Clients will be
Scheduled to use
any number of Half-
way House/Out-Patient
Services

SERVICES OFFERED - OUT-PATIENT TREATMENT

Supportive family, group and
individual therapy sessions.
Monitor individual treatment
plans and recovery.
Referrals to community services
Lectures on physical, mental,
spiritual effects of chemical
dependency.

*The clients depicted above
are used for communicating
some typical profiles, however,

e. Program Phases and Schedules

OUT-PATIENT/HALFWAY HOUSE PROGRAM

<u>STEP</u>	<u>1st Phase</u>	<u>2nd Phase</u>	<u>3rd Phase</u>
<u>SUPERVISION</u>	Director/Counselor	Counselor	Family Community
<u>ACTION</u>	Determines with client, and other appropriate service agencies the extent of persons problem and plans program for client.	Enters parts of Out-Patient/ Halfway House program that is suitable for clients needs.	Graduates to an independent living arrangement with supportive people
<u>LENGTH</u>	3 - 5 days	6 wks - 6 mos.	Indefinitely

EVALUATION

ADMINISTRATIVE AND MANAGERIAL GOALS, OBJECTIVES AND MONITORING METHODOLOGY

Administrative Goals	Objective	Monitoring Methodology	Time Measure	Expectations		
				Min.	Goal	Ideal
To administrate and manage a cost effective Out-Patient Treatment and Halfway House Program capable of providing quality continuum of care services to the chemically dependent Hispanic.	To provide a 70% occupancy rate during the first year of the program. To operate under State and Local licensing standards an Out-Patient/Halfway House Program.	Administration will submit regular monthly reports to the Board of Directors and Advisory Committee.	Monthly			
To provide a structured professional Out-Patient/Halfway House and after-care plan.	1) This includes an 80 hour program designed for a 4 week period. An After-care plan includes 6 weeks of attending weekly A.A. meetings. 2) Halfway House facility capable of accomodating ten clients.	Administrator will monitor with the Executive Director and will submit regular reports to the Board of Directors and the Advisory Committee. Additional required reports will be submitted according to established reporting and evaluation processes.	Monthly			
Establishment of a program that will be culturally syntonic to the needs of chemically dependent Hispanics.	1) Hire bilingual/bicultural staff. 2) Provide an ongoing in-service training program on Hispanic Chemical dependency to all staff. 3) Provide all counseling & instructional informa-	Administrator will monitor this	1) At Hire 2) Monthly 3) Monthly			

Goal	Objective	Monitoring Methodology	Time Measure	Min.	Goal	Ideal
To develop the process to have the program become financially self-sufficient within five (5) years	<p>1) In the first year mechanisms will be established to file for insurance reimbursements from private companies & Public Assistance programs from the metropolitan counties.</p> <p>2) In the 2nd year, 30% of program cost will be received from insurance or Public Assistance reimbursements.</p> <p>3) In the 3rd year, 50% of program cost will be received from insurance or Public Assistance programs.</p> <p>4) In the 4th year 80% of program cost will be received from insurance or Public Assistance</p>	Administrator will monitor this through reports to the Board of Directors and the Advisory Committee through the Executive Director	Reports submitted on a 3 month basis			
Maintain 70% utilization rate during 1st year with an average 5% increase each subsequent year	Ten beds are available within the facility. During the first year a minimum of 70% utilization will be ensured through coordinated referrals	Administrator will develop referral resources within the metropolitan and out-state areas to ensure that appropriate referrals are made to the program.	Reports submitted on a monthly basis.			

Goal	Objective	Monitoring Methodology	Time Measure	Expectations			Actual Accomplishments
				Min.	Goal	Ideal	
To cooperatively receive and initiate referrals from community Hispanic and chemical dependency agencies.	1) To initiate contact with two agencies per week on a rotating basis to insure interaction. 2) To utilize the existing outreach network already established by the Chemical Abuse Service Agency (CASA)	Administrator will oversee this process. Logs kept of each initiated referral, accepted, rejected, the rationale and follow-up.	Compile statistics for each 6-week program and on cumulative basis.				
To provide sufficient internal statistical information to recognize trends for future development.	1) To develop an efficient data collection system that will be compiled. 100% of all intake info. & progress reports will be compiled quarterly & annually & submitted to the Board of Directors. 100% of follow-up info. will be compiled into a 6-month report and annual report.	Administrator will monitor this through reports to the Board of Directors and the Advisory Committee through the Executive Director	Monthly				
Provide a method for on-going modification of the collected data	1) Review of internal data collected: Intake, information, referral initiated, referral received, discharge info. progress of goals info. follow-up data. 2) Modifications will be initiated.	1) Administrator, Executive Director, Board of Directors and Advisory Committee will review all materials. 2) Administrator, Executive Director, Board of Directors and Advisory Committee will assign a sub-committee to initiate modifications.	Quarterly Semi-annually				

FINANCES

a. Financial Summary

The goal of our human services program is to establish enough self sufficiency to allow the program to continue providing services during lean economic periods. It is our experience that there are funding sources available both public and private that will, during the life of this program, be able to assist in contributing to its operations.

Some sources available from the public sector include Title XX, Mental Health, Public Assistance, Food Stamps, and NIAAA or NIDA grants. Some of the private sector sources are McKnight and Pillsbury foundations; Insurance carriers, self and/or family payment schedules; and other donations.

In addition we will use volunteers to help in the areas of direct care, house maintenance, and administration. Volunteers will be utilized from a broad array of Community, Educational, Vocational, and Professional volunteers. In an effort to attract higher caliber volunteers we have worked with Ms. Patricia Schmitcke of the Minneapolis Voluntary Action Program.

During the past year contacts by outstate counselors requesting assistance from C.A.S.A. have increased considerably. Many of these contacts have expressed a desire to have a placement agreement for their Hispanic clients. Clients in need of medium to high structure services are often held in abeyance due to the lack of specially designed programming for Hispanics.

As in running a business, marketing is vital to the development and operation of the program. The ability of this venture to succeed will depend on the willingness of many different public and private sources to lend financial assistance.

In addition technical services have been offered by administrators of already existing Out-Patient/Halfway House programs.

The financial plan is to request NIAAA and NIDA Federal Formula monies to partially fund the development year, while seeking county aid through existing programs such as Public Assistance and food stamps.

b. Breakdowns

PROPOSED PROJECT BUDGET CATEGORIES
AND
BUDGET AMOUNTS

<u>BUDGET CATEGORY</u>	<u>BUDGET AMOUNT</u>
1. SALARIES	51,500.00
2. FRINGE	12,194.00
3. RENTAL OF MEETING ROOM	0
4. RENTAL OF OFFICE FUNITURE	0
5. RENTAL OF OFFICE EQUIPMENT	813.00
5A. RENTS AND LEASES - OFFICE SPACE	6,000.00
6. REPAIR SERVICES	0
7. BONDS AND INSURANCE	3,000.00
8. PRINTING	1,662.00
9. CONTRACTUAL AND TECHNICAL SERVICES	15,500.00
10. DATA PROCESSING AND SYSTEMS	0
11. COMMUNICATIONS	1,160.00
12. UTILITY SERVICE	2,856.00
13. TRAVEL -IN STATE	850.00
14. TRAVEL-OUT STATE	670.00
15. CARE OF PERSONS	14,973.00
16. OFFICE SUPPLIES AND MATERIALS	1,500.00
17. OTHER (EXPLAIN) Administration	<u>5,122.50</u>
TOTAL PROPOSED BUDGET	117,800.00

NOTE: PLEASE REFER TO EXHIBIT A, BUDGET CATEGORIES AND THEIR RELATED CLASSIFICATIONS, PAGES ONE AND TWO, FOR PARTICULAR EXPENSE ITEMS THAT WOULD FALL UNDER THE ABOVE BUDGET CATEGORIES.

PROPOSED PROJECT BUDGET CATEGORIES
AND
BUDGET AMOUNTS
(Addendum)

1. Salaries

Administrator	\$16,500.00
Counselor	12,500.00
Counselor	12,500.00
Secretary	<u>9,000.00</u>

\$ 50,500.00

2. Fringes

F.I.C.A. (6.13)	3,095.00
W.C. (23¢/\$100)	116.00
U.C. (6%)	<u>3,030.00</u>
	6,241.00

Health Insurance
Insurance for 4 Full-
time employees.

5,953.00

12,194.00

3. Rental of Meeting Room

4. Rental of Office Furniture

5. Rental of Office Equipment

Typewriter	660.00
Calculator	<u>153.00</u>

813.00

5A. Rents and Leases - Office Space

6,000.00

6. Repair Services

7. Bonds and Insurance - Professional Liability

3,000.00

8. Printing and Binding

Duplicating - Printing	800.00
Copy fees/copymachine rental (72.16/mo.), bind- ing	<u>862.00</u>

1,662.00

9.	Contractual and Technical Services	
	Program Development Consultant Fees	\$ 10,000.00
	Audit Fees	1,000.00
	Accounting Services	
	Bookkeeper	3,500.00
	Comprehensive Accounting Services	1,000.00
		<u>15,500.00</u>
10.	Data Processing and Systems	
11.	Communications	
	Postage	200.00
	Telephone (@ \$80.00 x 2)	960.00
12.	Utility Service	
	Electric (68 mos.)	816.00
	Water (50 mos.)	600.00
	Gas (120 mos.)	1,440.00
		<u>2,856.00</u>
13.	Travel In-State	
	Mileage (@ .19 per mile x 2000 miles)	380.00
	Meals (@ \$4.00 x 50 meals)	200.00
	Registration Fees (@ \$60.00 x 2)	120.00
	Lodging (@ \$25.00 x 6)	150.00
		<u>850.00</u>
14.	Travel Out-State	
	Commercial Transportation	320.00
	Meals (@ \$18.00 per day x 5 days)	90.00
	Registration Fees	85.00
	Lodging (@ \$35.00 x 5 nites)	175.00
		<u>670.00</u>
15.	Care of Programs	
	Food	10,000.00
	Medical Exams (4.5 hrs./4 wk. Program)	
	2 hrs. Consultant	
	2.5 Emergency @ \$30.00	
	an hour.	693.00
	Psychological Exams (5 hrs./4 wk. Program)	
	2 hrs. Consultant	
	3 hrs. Emergency @	
	\$55.00 per hr.	3,280.00
		<u>14,973.00</u>
16.	Office Supplies and Materials	
	(@ \$100.00 per 4 Staff)	1,200.00
	Subscriptions	300.00
		<u>1,500.00</u>

17. Other - Administration

Salaries:

Executive Director	\$ 1,750.00
Planning	1,500.00
F.I.C.A. (6.13)	200.00
W.C. (.23/\$100.)	7.50
U.C. (6%)	195.00
Health Insurance	420.00
Rent	400.00
Mileage	150.00
Supplies	<u>500.00</u>
	5,122.50