



Division of Criminal
Justice Services

CRTF Refresher Webinar: Virtual Etiquette and Case Conferencing Committee

March 30, 2022

Welcome and Introductions



**Division of Criminal
Justice Services**

Agenda

- Virtual Meeting Etiquette
- Case Conference Committee
- Questions



Virtual Meeting Etiquette



Virtual Meeting Trends

The number of annual meeting minutes on Zoom is now over **3.3 trillion**.

45 billion minutes of webinars are hosted on Zoom every year.

Counting both free and paying users, Zoom has **300 million daily meeting participants**.



Use of Virtual Technology for CRTF Work Plan Objectives

1. Case Conferencing
2. Intake Service Plan Completion
3. Service Coordination (30-120 Days, or longer)
4. Enrollment and Completion in Cognitive and Behavioral Intervention and/or Employment Readiness Training
5. Bi-Monthly CRTF Meeting
6. Community Outreach and/or Public Education
7. Distance Learning Modules

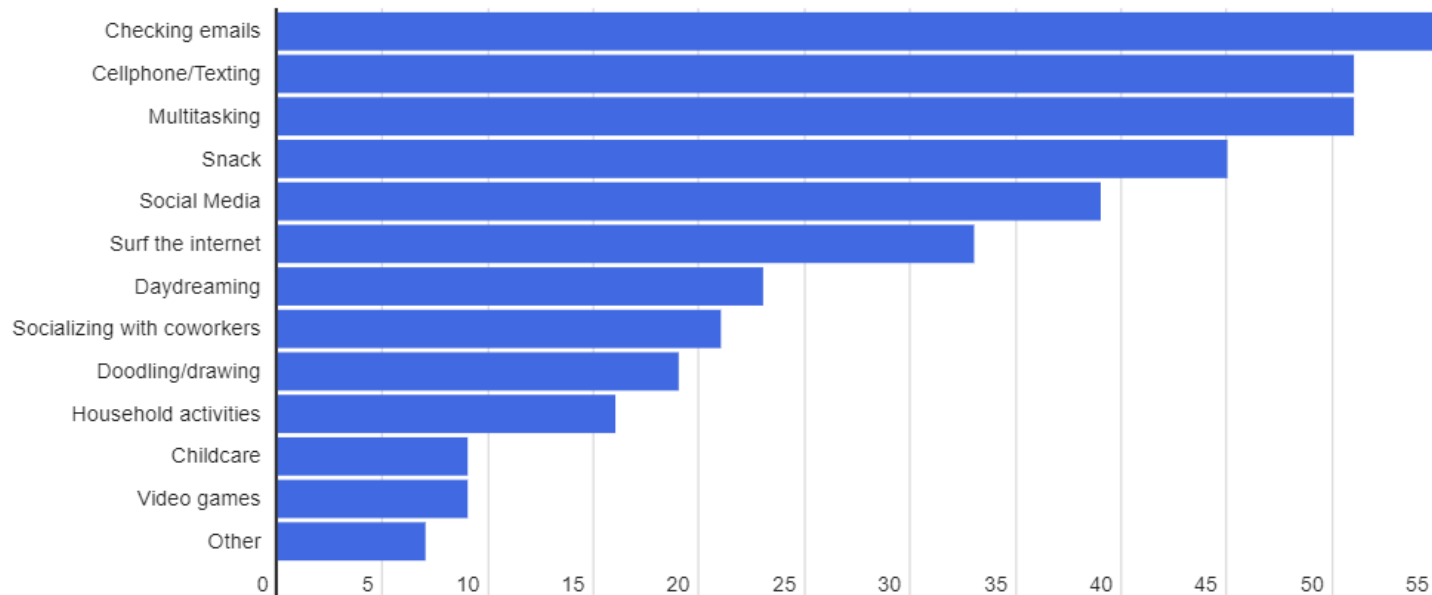


Tips for More Secure Meetings

- Ensure encryption is enabled if not already by default
 - Each platform differs
- Require Password to Join Meeting
- Enable “Waiting Room” or “Lobby” Feature
 - Host Approves Participant to Join
- Disable “Join Before Host” Feature
- Lock a Meeting
- Assign Roles
 - Presenter, Host/Alternate Host, Panelist, Attendee
- Mute All Participants
- Disable Participant Ability to Record Meeting
- Change Background on Video Platform (Image or Blur Background)



What off-task behaviors are you doing during virtual meetings?



*Percentage(%) of respondents

*Total does not equal 100, as respondents were allowed to choose multiple responses

Dos and Don'ts of Virtual Meetings

- Maintain a positive atmosphere
- Prepare an agenda
- Share files before the meeting (if necessary)
- Maintain eye contact
- Pay attention and focus
- Learn Software Controls (Mute/Share Screen)
- Host – Moderate Discussion/Prepared Questions
- Stay seated and stay present
- Don't make distracting sounds
- Don't carry on side conversations
- Don't come unprepared
- Don't do other work simultaneously
- Don't whisper or talk to people around you
- Don't eat



Case Conference Committee (CCC)



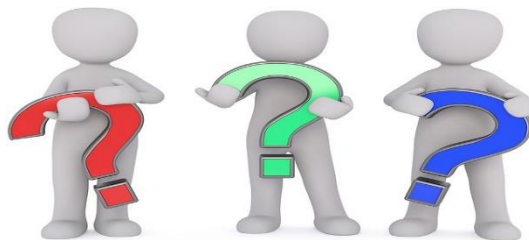
Case Conference Committee (CCC)

What is a CCC?



How should I prepare?

- ❑ Separate Pre/Post/ME
- ❑ Agenda

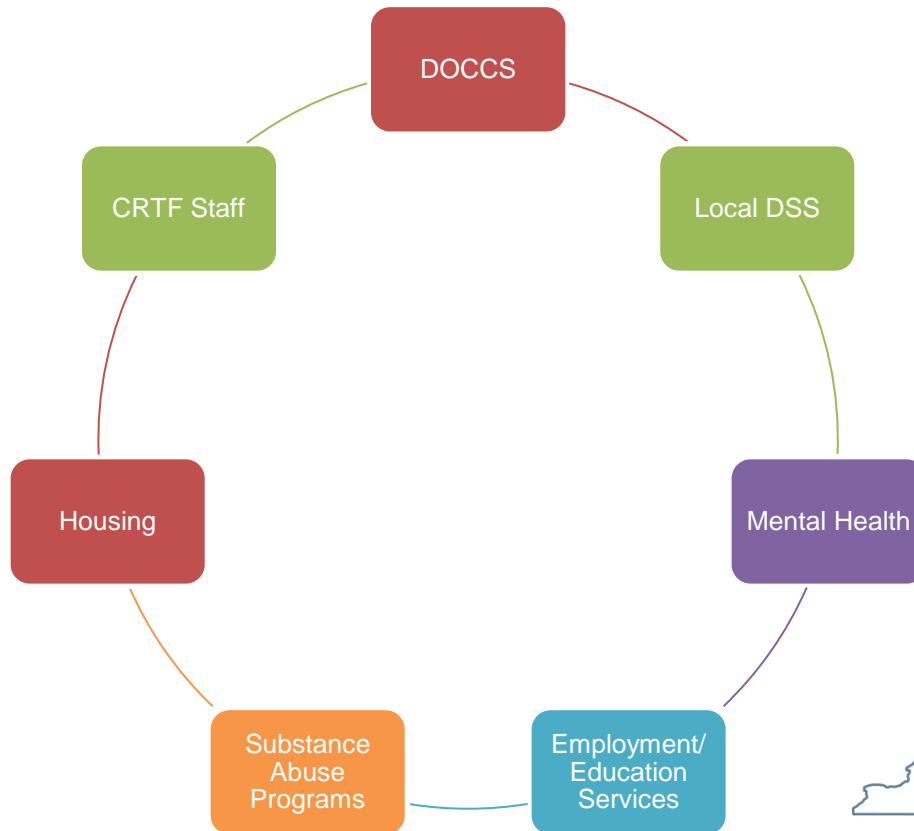


Case Conference Committee (CCC)

- ❑ What do you need?
- ❑ What if you don't have what you need?



Who should attend?



Expectations and Accomplishments

- Determine the criminogenic and stabilization needs
- Review concerns related to a participant
- Review cases to be closed both Successful and Unsuccessful



CRTF Guidance Document: Case Conference Objective

Case File Documentation:

1. Referral Packet (COMPAS Re-Entry, TAPER, CMS F6 screens, Consents);
2. Consent Form signed by participant*
3. Any additional needs/responsivity assessments, as applicable

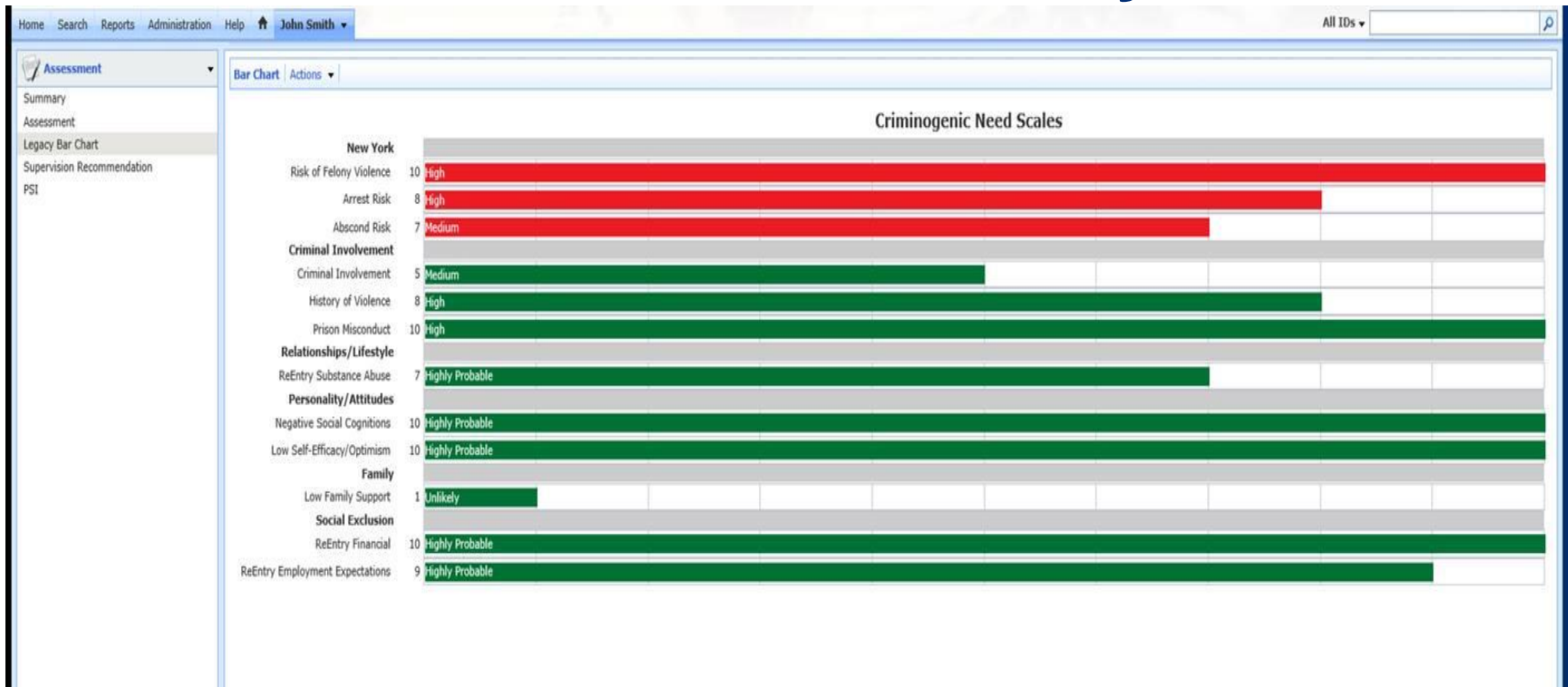
Required Reporting in the Community Corrections Data Submission (CCDS) application:

1. Date of case conference

*Per COVID-19 guidance, verbal consents which are documented in the case file are still accepted.



NYS COMPAS Re-Entry



QUESTIONS ?



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