

Standards for Inmate Programs	1
I. Chief Administrator of Program Services	2
II. Systems of Program Placement	2
F. Programmatic Referral Process (4-4305, 4-ACRS-5A-01)	3
G. Placement and Duration of Treatment	4
H. Refusal to Participate in a Recommended Program.....	4
III. Programmatic Descriptions	4
A. Substance Abuse	4
B. Education and Vocational Training	5
C. Statewide Specialized Programs	6
D. Ancillary Programs and Support Groups	6
E. Activities	7
IV. Program Approval	7
A. New Program Approval	7
V. Program Standards.....	7
VI. Assessments/Reviews	9
A. Areas of Assessment.....	10
B. Areas of Review	10
C. Assessment Process	10
D. Program Assessment Ratings	11
E. Action Plan	12
VII.Outcome Measures.....	12
VIII.Achievement Credits (4-4480)	13
IX. Classification.....	13
X. Reporting Requirements	13
XI. Discontinuation of Program Authorization.....	14
XII.References	14
XIII.Action.....	15
Attachments.....	16

Section-09 Programs	OP-090101	Page: 1	Effective Date: 06/23/2016
Standards for Inmate Programs	ACA Standards: 2-CO-1A-23, 4-4017, 4-4107, 4-4277, 4-4377, 4-4430, 4-4431, 4-4438, 4-4439, 4-4440, 4-4441, 4-4442, 4-4472, 4-4480, 4-ACRS-3A-07, 4-ACRS-5A-01, 4-ACRS-5A-02, 4-ACRS-5A-03, 4-ACRS-6B-01, 4-ACRS-6D-01		
Joe M. Allbaugh, Interim Director Oklahoma Department of Corrections		Signature on File	

Standards for Inmate Programs

It is essential that inmate programs provide efficient systems of consistent, quality services while incorporating best practices methodology. A quality programs system operates on a fiscally sound basis and utilizes evidence based approaches proven to be the most effective in reducing antisocial behavior. Therefore, the establishment and annual review of criteria for operations, treatment philosophy, record maintenance, program performance measures, outcomes and evaluations are vital for quality assurance and sufficient processes for data driven decision making. (2-CO-1A-23, 4-4017, 4-4107, 4-4438) The goal of inmate programs is to reduce criminal risk through methods that demonstrate measurable change in inmate behavior.

All programs receiving achievement credits will have an approved curriculum that addresses criminal thinking and behavior. The provision of programs will ensure gender parity and a standardized continuum of treatment based upon assessed needs and risk. (4-ACRS-5A-01)

Institutional staff will continually monitor the individual identified needs of the inmate population through the case plan to ensure programs and services are available to meet the needs of inmates. (4-ACRS-5A-02) Annually, institutional staff will assess programmatic needs utilizing the "Annual Assessment of Inmate Programmatic Needs" ([Attachment E](#), attached). The assessment will be utilized to assist facility heads in determining ancillary activities available at the facility. (4-4017, 4-4107, 4-4430)

Programs operated or contracted by Oklahoma Department of Corrections (ODOC) will comply with all standards as outlined in this procedure.

For the purpose of this procedure, the term "inmate" will apply to anyone under the authority, custody or care of a prison or a community-based facility operated by or contracted with the Department of Corrections (ODOC).

I. Chief Administrator of Program Services

The chief administrator of Program Services is responsible for the establishment of programs, program designs, and standard operating procedures, collection of data, program assessment and evaluations for all programs provided to ODOC inmates.

II. Systems of Program Placement

- A. The chief administrator of Program Services will ensure that resources are maximized to provide an assessment-driven system of services that meets the various needs of the inmate population within appropriate time frames and at appropriate intensity at all levels of supervision. The chief administrator of Program Services is responsible for coordinating efforts with outside agencies and service providers to offer various programs that aid in reducing inmate recidivism and transitioning inmates from incarceration into the community as productive citizens.
- B. Lexington Assessment and Reception Center (LARC) and Mabel Bassett Assessment and Reception Center (MARC) will develop assessment-driven, individualized inmate case plans in accordance with [OP-060102 \(M\) \(F\)](#) entitled "Initial Custody Assessment Procedures."
- C. The chief administrator of Program Services will determine, in conjunction with the Classification and Population Unit, appropriate time frames for placement into programs to maximize resources and treatment effect. The Classification and Population Unit will be responsible for placement of appropriate inmates at facilities with programs at the appropriate time during the period of incarceration. Programmatic transfers will be in accordance with [OP-060204](#) entitled "Offender Transfers."

- D. The chief administrator of Program Services will ensure that a system is in place for appropriate referrals to aftercare, step-down, support and/or continuation of services.
- E. The chief administrator of Program Services has functional supervision of agency staff providing services in one or more of the following areas:
1. Family and Relationship Groups;
 2. Anger Management;
 3. Life Skills;
 4. Domestic Violence;
 5. Parenting; and
 6. Thinking Error Programs (e.g., "Thinking for a Change," etc.).

Functional supervision may include but will not be limited to: quality assurance measures, data collection requirements, curriculum selection, and selection of delivery staff.

F. Programmatic Referral Process (4-4305, 4-ACRS-5A-01)

Inmate referrals to institutional programs at community corrections or above will be in accordance with the following guidelines:

1. Assessment and Reception

Inmates who have programmatic needs identified during initial classification will normally be transferred to an appropriate program, if immediately eligible. Programmatic needs will be documented in the case plan for referrals at a later date for those inmates not immediately eligible for participation or those inmates placed on a waiting list.

2. Court Order

Inmates who are court ordered to programs will be evaluated to determine risk and severity of need and, if appropriate, referred to the appropriate program based on assessment criteria and if security and medical considerations do not preclude acceptance into specific programs. If an inmate is determined to be inappropriate for a treatment program, the sentencing court will be contacted to determine appropriate alternative services for the inmate.

3. Needs Assessment

At any time during an inmate's incarceration, subsequent to initial classification, additional information may become available to indicate an additional need for programming. Such needs will be assessed, documented by the case manager, and approved by the facility head or designee. The case manager or unit team will recommend appropriate programmatic options to the inmate.

4. Voluntary

Inmates requesting programs will be afforded every opportunity to participate. Referral and placement is contingent upon assessment results, eligibility and available resources.

G. Placement and Duration of Treatment

The procedures for placement and duration of treatment will be subject to the treatment/intervention continuum and available resources. Referrals for treatment will be coordinated in conjunction with assessments for drug/alcohol abuse. Participation in treatment programs may impact classification action and may influence disciplinary action established for positive drug test results.

H. Refusal to Participate in a Recommended Program

Inmates with an identified programmatic need will be referred to the appropriate program by the case manager at the appropriate time during their incarceration. Inmates refusing to participate in a recommended program will receive appropriate administrative/classification action in accordance with [OP-060107](#) entitled "Systems of Incarceration," [OP-060211](#) entitled "Sentence Administration," and [OP-060103\(M\)\(F\)](#) entitled "Custody Assessment Procedures."

III. Programmatic Descriptions

A. Substance Abuse

1. Substance abuse treatment is facilitated by qualified staff utilizing approved curriculum. All ODOC substance abuse programs are currently referred to as "Substance Abuse Treatment Programs" (SAT). While the structure and physical activities are different, SAT, Regimented Treatment Programs (RTP), and Trauma-Helping Women Recover (HWR) (EWCC only) are synonymous.
2. Treatment focuses on the use of cognitive behavioral strategies and structured skill building exercises to address triggers that lead to substance abusing behaviors and the learning of alternative behaviors. Problem solving skills are also addressed within

treatment, as well as relapse prevention. Aftercare planning occurs during the final phases of treatment in an attempt to network inmates completing programs with services within the community to which they are returning. (4-4431) Length of treatment varies from four to 12 months.

3. All SAT programs adhere to strict admission criteria. The need must be determined through an approved assessment instrument. An individualized case plan in accordance with [OP-060102 \(M\) \(F\)](#) entitled "Initial Custody Assessment Procedures" will be developed to address the needs identified by the assessment instrument(s).
4. All treatment participants will have their attendance reported electronically as outlined in [Attachment A](#) entitled "Program Attendance Record" (attached). Program attendance information will be reported monthly.
5. When agency housing resources allow, SAT participants will be housed separately. When participants are removed from SAT programming due to unsatisfactory participation, they should also be removed from the housing unit designated for SAT participants. Similarly, non-SAT participants should not be assigned to live on SAT housing units.

B. Education and Vocational Training

1. Education

The agency has an accredited high school and provides the following educational services:

- a. Literacy Program - For those inmates who indicate an overall accomplishment below the 5.9 grade level.
- b. Adult Basic Education (ABE) - For those inmates who indicate an overall accomplishment between the 5.9 and 8.9 grade levels.
- c. GED Preparation - For those inmates who indicate an overall accomplishment above the 8.9 grade level but who have not received a high school diploma or equivalent.
- d. High School Diploma - For those inmates who are at or above ninth grade level and need only three units of credit or less to meet current State Department of Education graduation requirements.
- e. College Program - For those inmates desiring to complete higher education courses and who have access to financial resources to cover applicable costs.

2. Career and Technical Education Training

The purpose of the career and technical education program is to allow inmates the opportunity to learn a skill prior to returning to society.

- a. A variety of technical training programs are available at designated sites and security levels. Career and technical education programs are listed in [Attachment D](#) entitled "CareerTech and Trades Academy Program Completion Achievement Credits" (attached).
- b. All academic and career/technical education personnel are certified by the State Department of Education or other comparable authority. (4-4472)

3. Life Skills

Life Skills is a program which provides inmates information for developing and/or enhancing basic life skills intended to help him/her function better upon reentry into society. Education and facility staff may provide this program.

C. Statewide Specialized Programs

Programs that address criminal thinking are available at most facilities and include Moral Reconciliation Therapy and Thinking for a Change. Both programs are comparable in nature and offer the inmate the opportunity to examine his or her behavior patterns through identifying thinking errors and triggers to criminal behavior. These programs also offer the inmate an opportunity to take responsibility and practice pro-social behaviors in a controlled environment to better understand personal triggers that lead to inappropriate behaviors. (4-ACRS-6D-01)

Criteria/information for facilitating thinking error programs are outlined on [Attachment B](#) entitled "Thinking Error Programs" (attached).

D. Ancillary Programs and Support Groups

Ancillary programs and support groups are classes/groups chosen by the inmate based on his/her interest or preference.

1. Facility heads are responsible for approving ancillary programs and support groups and for ensuring that a syllabus is submitted to the Program Services Unit where it will remain on file for reporting purposes. All ancillary programs and support groups will have their attendance reported electronically as outlined in [Attachment A](#) entitled "Program Attendance Record."

2. To ensure that the Program Services Unit is aware of all ancillary programs being conducted, the facility/district head or designee will complete the “Ancillary Programs/Support Groups Form” ([Attachment F](#), attached) and submit to the Program Services Unit prior to ancillary program implementation to afford tracking capability.

E. Activities

Activities are defined by [OP-031001](#) entitled “Offender Escorted Leave/Activities” and [OP-030106](#) entitled “Recreation Activity Program.”

IV. Program Approval

The chief administrator of Program Services will ensure the evaluation and assessment of new and existing programs for compliance with correctional best practice standards. Programs adhering to correctional best practice standards will be awarded achievement credits in accordance with 57 O.S. § 138. Failure to maintain standards or provide required documentation will result in withdrawal of program approval as outlined in Section XI. of this procedure.

A. New Program Approval

The chief administrator of Program Services will only authorize program implementation after approval of a program proposal. Proposals for new programs will meet program standards as designated in Section V. of this procedure and will be submitted by the facility/district head to the appropriate division manager and, if approved, to the chief administrator of Program Services.

1. Upon approval of the program, notification will be made to the appropriate division manager and achievement credits will be awarded.
2. The program will be assessed six months from implementation using a method approved by the chief administrator of Program Services to ensure the approved proposal was fully implemented as designed.

If an acceptable program proposal is not submitted prior to implementation, the program will not be considered to receive achievement credits until such time as an acceptable program proposal is submitted and the program scores in the “high adherence to evidence-based practices” range on the program evaluation process measure.

V. Program Standards

Program proposals must document how the following items will be addressed within the scope of the services offered.

- A. Programs will use a cognitive behavioral strategy to change antisocial thinking and behaviors and to increase pro-social behaviors using appropriate behavioral reinforcement techniques. (4-ACRS-3A-07, 4-ACRS-6D-01)
- B. Facility program staff will maintain documentation describing the need, purpose, description, goals, objectives and projected cost to determine the program's contribution to the agency's and facility's mission. (4-4107)
- C. Program standards will ensure that staff members are qualified as outlined in Office of Personnel Management/ODOC/Department of Mental Health Substance Abuse Services job family descriptors. A description of duties must be available. A manual for training all staff, to include correctional staff members and their role in the program and in the treatment model, will be maintained. (4-4440)
- D. Ethical guidelines will be written and followed by all staff.
- E. Program manuals, curriculum materials and a daily schedule detailing the number of hours per week an inmate will spend in approved programs will be maintained.
- F. Eligibility requirements, selection criteria, exclusionary criteria, and application of these shall be maintained.
 - 1. Inmates' case plan needs will be developed by information obtained from a standardized instrument to assess criminogenic needs and problem areas.
 - 2. Inmates identified as moderate to high risk are eligible for the programs. (4-4439) Staff will ensure that placement is not based on race, age, religion, national origin, gender, political views or disabilities. (4-4277, 4-ACRS-6B-01)
- G. A documented pilot period of a minimum of one month will be conducted for all new interventions, components and assessment tools prior to implementation. Each pilot will include the need for the intervention or component and the desired outcome.
- H. Facility staff will match treatment approaches with learning style, personalities, culture, and characteristics of the program provider. (4-4439)
- I. Inmates will have the opportunity to provide input into individual treatment objectives, treatment goals, and drug intervention plans in meeting counseling needs. (4-4439)

- J. Treatment program guidelines must specify eligibility criteria, rules and regulations, established incentives and sanctions to be administered in a firm, but fair manner to increase and maintain the inmate's motivation for positive program participation. (4-4439, 4-4441) All staff involved in the program, to include correctional staff, will be trained on the use of incentives and sanctions and methods to determine unintended negative effects.
- K. Programs will be structured so that the inmate is exposed to pro-social activities and modeling to reinforce appropriate behavior. (4-ACRS-3A-07)
- L. A standardized and objective instrument is used to evaluate the inmate on targeted behaviors.
- M. A formal mechanism for providing periodic inmate feedback is provided. (4-ACRS-5A-03)
- N. Relapse prevention and management techniques, provisions for self-help groups, pre-release or transition services that are needed to continue care strategies are provided (4-4377, b #3 and 4). The inmate will have an opportunity to monitor and anticipate problems and plan and rehearse alternatives to problem situations in increasingly difficult situations. (4-4439, 4-4442)
- O. Completion criteria must be established. The completion criteria cannot be time driven and should be based on skill level attained and/or lessons learned.
- P. A process for referrals for aftercare services for program graduates and coordination of efforts with the corrections staff and treatment staff to ensure a continuum of supervision and treatment will be developed in accordance with [OP-060203](#) entitled "Adjustment Review." (4-4431, 4-4439, 4-4377, b #4)
- Q. A system of quality assurance will be in place consisting of file reviews, client feedback, clinical supervision, monitoring groups and the progress towards treatment plan objectives. (4-4017)

VI. Assessments/Reviews

The chief administrator of Program Services will ensure that an assessment of inmate programs is conducted on each treatment program, using an approved method and format at least every three years, and will issue a report to the appropriate division manager. The chief administrator of Program Services will ensure that educational and technical training programs are reviewed at least every three years to ensure standards of service delivery are met. (4-4017)

A. Areas of Assessment

1. Substance Abuse Programs
 - a. Program Leadership and Development;
 - b. Staff Characteristics;
 - c. Treatment Characteristics;
 - d. Quality Assurance; and
 - e. Inmate Assessment.

B. Areas of Review

1. Educational/Career and Technical Training
 - a. Administration/Staff;
 - b. Curriculum and Instruction;
 - c. Records;
 - d. Leisure Library;
 - e. Space, Equipment/Safety; and
 - f. Advisory Board.
2. Statewide Specialized Programs
 - a. Curriculum;
 - b. Supplies;
 - c. Records;
 - d. Staff Training; and
 - e. Delivery Method.

C. Assessment Process

The assessment team within the Program Services Unit will conduct and/or coordinate all assessments. The program evaluation coordinator will be responsible for ensuring all programs are assessed and reassessed within the time frames of this procedure.

1. The facility/district head of the area to be assessed will be notified of the assessment date and required documents needed for the assessment.
2. An assessment report will be provided to the facility/district head with a copy to the appropriate executive staff member/ division manager after review by the chief administrator of Program Services.

D. Program Assessment Ratings

1. Very High Adherence to Evidence-Based Practices
 - a. The facility head will ensure that a plan of action is submitted with time frames to correct deficiencies within 14 working days of receiving the final assessment.
 - b. The chief administrator of Program Services will ensure that treatment programs are reassessed no less than once every three years and annually for educational/career and technical programs.
2. High Adherence to Evidence-Based Practices
 - a. The facility head will ensure that a plan of action is submitted with time frames to correct deficiencies within 14 working days of receiving the final assessment.
 - b. The chief administrator of Program Services will ensure the treatment programs are reassessed no less than once every three years and annually for educational/career and technical programs.
3. Moderate Adherence to Evidence-Based Practices
 - a. The facility head will ensure that a plan of action is submitted with time frames to correct deficiencies within 14 working days of receiving the final assessment.
 - b. The chief administrator of Program Services shall ensure the program is reassessed one year from the date of the plan of action to ensure the program is improving to a "high adherence to evidence-based practices" rating. The facility/district head has the option to request a reassessment prior to this date.
 - c. Upon reassessment, if the treatment program continues to rate "moderate adherence to evidence-based practices," the

program will be considered unsatisfactory and not approved as a program.

4. Low Adherence to Evidence-Based Practices

a. At the time of the report and documentation that a program rates low adherence to evidence-based practices, the chief administrator of Program Services and the appropriate executive staff member will meet to determine the final disposition of the program.

(1) If the program is allowed to continue, the facility/district head will correct deficiencies. Corrections must be submitted within 90 working days of the decision.

(2) The chief administrator of Program Services will ensure a program services staff member guides the program to correcting the deficiencies.

(3) A reassessment will be conducted within one year of the decision to ensure the program is improving to at least a "moderate adherence to evidenced-based practices" rating.

(4) Upon reassessment, if the treatment program continues to rate "low adherence to evidence-based practices," the program will be considered unsatisfactory and not approved as a program.

b. Classification points will not be awarded on programs assessed as "low adherence to evidence-based practices." If a program is rated "low adherence to evidence-based practices," it will either cease activities or become an ancillary group with inmates attending voluntarily.

E. Action Plan

All action plans will be reviewed and approved by the unit head, appropriate division manager and chief administrator of Program Services. Program Services staff will assist in the implementation of an action plan. Ongoing monitoring of programs will be conducted through correspondence, telephone consultations, on-site visits or training sessions provided through the program services staff.

VII. Outcome Measures

The chief administrator of Program Services will coordinate with the chief administrator of Analytics and Systems Quality Services to ensure evaluation

studies of programs occur. These studies will begin once a program has been operational for a sufficient time for participating inmates to complete the program and their period of incarceration plus three years.

Program evaluation studies will include but are not limited to:

- A. A three-year survival analysis that compares the outcomes of successful and unsuccessful program participants with an appropriate non-participant group.
- B. An analysis of the number of inmates failing to complete the program and reasons for the failure.
- C. Outcomes for other measures of reducing criminal risk as defined in the written purpose and goals of the program as well as results of available standardized pre-testing and post-testing data.

VIII. Achievement Credits (4-4480)

The number of achievement credits to be awarded for successful completion of an approved program will be determined by the chief administrator of Program Services in accordance with 57 O.S. § 138, utilizing the "Approved Achievement Credits/Program Participation Points" ([Attachment C](#), attached) and "Program Completion Achievement Credits" ([Attachment D](#)). An updated list of all approved programs will be published quarterly. New programs may request an early assessment in order to receive achievement credits and classification points.

- A. If program authorization is withdrawn under Section XI. of this procedure, achievement credit approval is also withdrawn.
- B. Achievement credits will be documented and awarded in accordance with this procedure and [OP-060211](#) entitled "Sentence Administration."

IX. Classification

Inmates will be awarded (-1) program participation point on their custody assessment upon successful completion of specific approved programs in accordance with [OP-060103 \(M\) \(F\)](#) entitled "Custody Assessment Procedures."

X. Reporting Requirements

Each facility/district head or designee will ensure that the following information is reported in the frequency and manner prescribed in [Attachment A](#):

- A. Each treatment/educational program as well as ancillary classes or support groups will report all inmate participation monthly, per [Attachment A](#).

- B. Username and passwords for access to the online program participation application must be requested by the facility/district head or designee in accordance with [Attachment A](#).
- C. Any other data that may be requested will be provided in the format specified by the chief administrator of Program Services.

XI. Discontinuation of Program Authorization

Program authorization is subject to withdrawal for the following reasons:

- A. In accordance with Section VI. D. item 4. of this procedure, by mutual decision of the chief administrator of Program Services and appropriate executive staff member;
- B. Cost effectiveness;
- C. Lack of resources;
- D. Failure to meet agency priorities;
- E. Lack of community/agency support;
- F. Failure to perform within the terms of contractual agreements; and/or
- G. Research results that reflect no significant improvement.

At the time a program is considered "unauthorized" the chief administrator of Program Services and pertinent staff will determine time frames in which achievement credits will no longer be awarded to those inmates participating in the program. No inmates will receive achievement credits for participating in a program following the established cut-off date.

XII. References

Policy Statement No. P-090100 entitled "Provisions of Programs and Services"

OP-031001 entitled "Offender Escorted Leave/Activities"

OP-030106 entitled "Recreation Activity Program"

OP-060102 (Male) (Female) entitled "Initial Custody Assessment Procedures"

OP-060103 (Male) (Female) entitled "Custody Assessment Procedures"

OP-060107 entitled "Systems of Incarceration"

OP-060203 entitled "Adjustment Review"

OP-060204 entitled "Offender Transfers"

OP-060211 entitled "Sentence Administration"

57 O.S. § 138

XIII. Action

The programs administrator is responsible for the compliance with this procedure.

The chief administrator of Program Services is responsible for the annual review and revisions.

Any exception to this procedure will require prior written approval from the director.

This procedure is effective as indicated.

Replaced: Operations Memorandum No. OP-090101 entitled "Standards for Offender Programs" dated July 24, 2014

Distribution: Policy and Operations Manual
Agency Website

<u>Attachments</u>	<u>Title</u>	<u>Location</u>
Attachment A	"Program Attendance Record"	Attached
Attachment B	"Thinking Error Programs"	Attached
Attachment C	"Approved Achievement Credits/Program Participation Points"	Attached
Attachment D	"CareerTech and Trades Academy Program Completion Achievement Credits"	Attached
Attachment E	"Annual Assessment of Inmate Programmatic Needs"	Attached
Attachment F	"Ancillary Programs Form"	Attached

