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Scott Crow, 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 program's 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. (5-ACI-1F-12, 5-ACI-5E-12) The goal of inmate programs is to reduce criminal risk through methods that demonstrate measurable change in inmate behavior and/or to enhance re-entry opportunities.

All programs receiving achievement credits will have an approved curriculum that addresses criminal thinking and behavior. The provision of specialized programs will ensure gender parity and a standardized continuum of treatment based upon assessed needs and risk. (5-ACI-6A-42 b#1, b#2)

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. Annually, designated program services staff, in conjunction with facility/unit heads, will assess programmatic needs of their respective facility, complete

and submit "Annual Facility Program Needs Assessment" ([Attachment F](#), attached) to the program services unit by the end of each July. (5-ACI-1F-12, 5-ACI-5E-04)

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 "facility head" will apply to wardens and community correction center administrators.

I. Administrator of Program Services

The 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 core programs provided to ODOC inmates.

II. Systems of Program Placement

- A. The 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 administrator of Program Services is responsible for coordinating efforts with outside agencies and service providers to offer various programs that aid in the transitioning of inmates from incarceration into the community as productive citizens.
- B. Lexington Assessment and Reception Center (LARC) and Mabel Bassett Assessment and Reception Center (MBARC) will develop assessment-driven, individualized inmate case plans in accordance with [OP-060102 \(M\) \(F\)](#) entitled "Initial Custody Assessment Procedures." Education placement assessments will be administered in accordance with [OP-090107](#) entitled "Inmate Education Program."
- C. The administrator of Program Services will determine, in conjunction with Classification and Population appropriate time frames for placement into programs to maximize resources and treatment effect. Classification and Population 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 "Inmate Transfers."
- D. The 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 in accordance with [OP-060901](#) entitled "Pre-Release Planning."
- E. The administrator of Program Services has functional oversight of agency providing of programs.

Functional oversight may include but will not be limited to: routine quality assurance group observations and site visits, data collection requirements, curriculum selection and approval of program delivery staff.

F. Programmatic Referral Process

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 or ineligible for a treatment program, the appropriate records officer will request a sentence modification and contact the sentencing court to identify 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 documented by the case manager. All supporting documentation and recommendations shall be entered into OMS. The case manager or unit team will coordinate with program services to 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

Placement and duration of treatment are subject to the

treatment/intervention continuum and available resources. Referrals for treatment will be based on assessed need.

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 or required program will receive appropriate administrative/classification action in accordance with [OP-060107](#) entitled "Systems of Incarceration," [OP-060211](#) entitled "Sentence Administration," [OP-060125](#) entitled "Inmate/Offender Disciplinary Procedures" and [OP-060103\(M\) \(F\)](#) entitled "Custody Assessment Procedures."

III. Core Programs

A. Education

1. Education programs will be delivered in accordance with [OP-090107](#) entitled "Inmate Education Program."
2. All education participants will have their attendance reported electronically as outlined in [Attachment A](#) entitled "Program Attendance Record" (attached). Program attendance information will be reported monthly.

B. Substance Abuse

1. Substance abuse treatment programs identified in [Attachment C](#) entitled "Approved Achievement Credits/Program Participation Points" are 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 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. (5-ACI-5E-13 b#11) Length of treatment varies from four to 12 months.
3. All SAT programs adhere to strict admission criteria. Treatment 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). (5-ACI-6A-42 b#2)

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 in a designated SAT unit. When participants are removed from SAT programming due to unsatisfactory participation, if at all possible, 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.

C. Cognitive Behavioral

1. Programs that address criminal thinking are available at most facilities 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.
2. Criteria, training and quality assurance for facilitating approved programs are outlined on [Attachment B](#) entitled "Training and Quality Assurance of Approved Statewide Programs" (attached).

D. Vocational Programming

Vocational programming is designed to assist the inmate with developing a vocational, technical or licensed trade that will aid in employment opportunities upon release. Vocational programming can be provided through contracted services, volunteers or ODOC staff. All vocational programming will be established and maintained through the Programs unit with the approval of the administrator of Program Services.

1. Career and Technical Education Training will be delivered in accordance with [OP-090133](#) entitled "Career and Technical Training."
2. A variety of vocational training programs are available at designated sites and security levels. Career and technical education programs are listed in [Attachment D](#) entitled "Achievement Credits for Job Skill Programs" (attached).

3. All academic and career/technical education personnel are certified by the State Department of Education or other comparable authority as required.

E. Re-entry

1. Re-entry programs provides inmates information for developing and/or enhancing basic life skills intended to help him/her function better upon re-entry into society. Education, facility staff and volunteers may provide these types of programs.
2. All inmates will have a well-developed pre-release plan upon release in accordance with [OP-060901](#) entitled "Pre-Release Planning."

IV. Ancillary Programs and Support Groups

Additional programs outside of core programming already outlined in the policy above may be offered by facility staff, Program services staff, individual volunteers and volunteer groups. Any additional programs must comply with all departmental policies and provide some benefit to the inmate, and can be either faith based or secular in nature.

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

1. To ensure that program services is aware of all other programs being conducted, the facility/district head or designee will complete the "Ancillary and Support Groups Form" ([Attachment E](#), attached) and submit to program services prior to other program implementation to afford tracking capability.
2. All programs and support groups will have their attendance reported electronically in the program participation database as outlined in [Attachment A](#) (attached) entitled "Program Attendance Record."

V. New Program Approval

The 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 VI. of this procedure and will be submitted by the facility/unit head to the appropriate administrator of Institutions/Community Corrections and, if supported by the chief administrator of Institutions/chief administrator of Community Corrections and Contract Services, to the administrator of Program Services.

1. Notification of approval or denial of the proposed program will be made to the appropriate administrator of Institutions/Community Corrections upon determination by the administrator of Program Services, if applicable achievement credits may be awarded in accordance with 57 O.S. § 138.

2. Program services staff will perform a site visit within six months from implementation to ensure the approved proposal was fully implemented as designed.

VI. Program Standards

Program proposals must document how the following items will be addressed within the scope of the services offered. All program proposals will be retained, with all supporting documentation, by the program development manager.

- A. 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. (5-ACI-1F-12)
- B. Program standards will ensure that staff members are qualified as outlined in ODOC 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. (5-ACI-5E-14)
- C. Ethical guidelines will be written and followed by all staff.
- D. 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.
- E. 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. (5-ACI-5E-13 b#1, b#2) Staff will ensure that placement is not based on race, age, religion, national origin, gender, political views or disabilities.
- F. 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/teaching approaches with learning style, personalities, culture, and characteristics of the program provider. (5-ACI-5E-13 b#8)

- I. Inmates will have the opportunity to provide input into individual treatment objectives, treatment goals, and drug intervention plans in meeting counseling needs, if in a substance abuse treatment program. (5-ACI-5E-13 b# 3, b#4, b#5, b#6)
 - J. 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. (5-ACI-5E-13 b#4, 5-ACI-5E-15) All staff involved in the program, to include correctional staff, will be offered training by program services staff on the use of incentives, 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.
 - 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.
 - 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 (5-ACI-6A-42 b#3, b#4). The inmate will have an opportunity to monitor and anticipate problems and plan and rehearse alternatives to problem situations in increasingly difficult situations. (5-ACI-5E-13 b#7, b#9, b#10, 5-ACI-5F-01)
 - 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. When appropriate, a process for referrals for aftercare services for program graduates will be developed and coordination of efforts with the corrections staff and treatment staff to ensure a continuum of care in accordance with [OP-060203](#) entitled "Adjustment Review" and [OP-060901](#) entitled "Pre-Release Planning." (5-ACI-5E-13 b#10, b#11, 5-ACI-6A-42 b#4)
 - Q. A system of quality assurance will be in place for substance abuse programs or any other program designated by the administrator of Programs. The evaluation may consist of file reviews, client feedback, clinical supervision, monitoring groups and the progress towards treatment plan objectives. (5-ACI-5E-14)
- VII. Achievement Credits (5-ACI-7B-15)

The number of achievement credits to be awarded for successful completion of an approved program will be determined by the administrator of Program Services in accordance with 57 O.S. § 138. These attachments outlining achievement credits

are located under “Approved Achievement Credits/Program Participation Points” ([Attachment C](#), attached) and “Achievement Credits for Job Skill Programs” ([Attachment D](#), attached). Both attachments will be updated as needed reflecting any changes in programs where achievement credits are awarded and will be reviewed monthly by the administrator of Program Services.

- A. If program authorization is withdrawn, 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.”

VIII. Classification

Inmates will be awarded 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.”

IX. Reporting Requirements

Each facility/unit head, designee, or other appropriate staff will ensure that inmate program participation is reported in the frequency and manner as outlined in [Attachment A](#) (attached) of this procedure entitled “Program Attendance Record.”

X. Discontinuation of a Program

Programs may be discontinued for the following reasons:

- A. By mutual decision of the administrator of Program Services and appropriate senior staff member;
- B. Lack of resources;
- C. Failure to meet agency priorities;
- D. Lack of community/agency support;
- E. Failure to perform within the terms of contractual agreements; and/or
- F. Research results that reflect no significant improvement.

At the time, a program is considered “discontinued” the 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.

XI. Approved Inactive Programs

Approved programs that previously received achievement credits, but have ceased operation due to decrease or elimination of funding, staff or other resources are listed in "Approved Inactive Programs" ([Attachment G](#), attached). Certificates and achievement credits, and (-1) security points previously awarded for these programs will remain honored.

XII. References

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

OP-031001 entitled "Inmate Escorted Leave/Activities"

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

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

OP-060107 entitled "Systems of Incarceration"

OP-060125 entitled "Inmate/Offender Disciplinary Procedures"

OP-060203 entitled "Adjustment Review"

OP-060204 entitled "Inmate Transfers"

OP-060211 entitled "Sentence Administration"

OP-060901 entitled "Pre-Release Planning"

OP-090107 entitled "Inmate Education Program"

OP-090133 entitled "Career and Technical Training"

57 O.S. § 138

Attorney General Opinion 2021-1

XIII. Action

The administrator of Program Services is responsible for the compliance with this procedure.

The chief of Operations will be responsible for the annual review and revisions.

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

This procedure is effective as indicated.

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Replaced: OP-090101 entitled "Standards for Inmate Programs" dated October 12, 2020

Distribution: Policy and Operations Manual
Agency Website

<u>Attachments</u>	<u>Title</u>	<u>Location</u>
Attachment A	"Program Attendance Record"	Attached
Attachment B	"Training and Quality Assurance of Approved Statewide Programs"	Attached
Attachment C	"Approved Achievement Credits/Program Participation Points"	Attached
Attachment D	"Achievement Credits for Job Skill Programs"	Attached
Attachment E	"Ancillary and Support Groups Form"	Attached
Attachment F	"Annual Facility Program Needs Assessment"	Attached
Attachment G	"Approved Inactive Programs"	Attached

