

TRAINING AND QUALITY ASSURANCE OF APPROVED STATEWIDE PROGRAMS

The administrator of Program Services or designee will be responsible for the criteria, training, and quality assurance of programs. For the purposes of this procedure, staff is defined as any person designated as a group facilitator. (e.g. ODOC staff, volunteers, contract treatment staff, etc.)

Programs addressing criminal thinking require specified facilitator training, as they are designed to instill values, create pro-social empathetic thoughts and promote the participants' thinking about making positive changes in their behavior. (5-ACI-5F-01 4-ACRS-6D-01) The facility head/designee will provide such training requests to the designated program services staff.

I. Facilitator Training

- A. Training for facilitators will be conducted through program services. The administrator of Program Services or designee will ensure trainings are coordinated and qualified trainers are maintained.
- B. At a minimum, two facilitator training sessions will be conducted annually.
- C. Staff will facilitate or co-facilitate a group within 30 days of completion of training.

II. Facilitator Certification

- A. Staff are required to successfully complete classroom facilitator training provided by program services.
- B. The administrator of Program Services or designee will certify all facilitators prior to group delivery.
- C. Staff will complete one full cycle of the curriculum, and be evaluated with a satisfactory adherence to fidelity by a designated program services staff member.

III. Selecting Inmate Group Participants

Inmates identified in accordance with [OP-060102 \(M\) \(F\)](#) entitled 'Initial Custody Assessment Procedures,' with an inmate case plan need, will be placed into an appropriate program to address their need. (5-ACI-5E-13) Staff will ensure that placement is not based on race, age, religion, gender, ethnic origin or any disabilities unless the disability cannot be reasonably accommodated. (5-ACI-3D-04, 4-ACRS-6B-01)

- A. Group participants will be interviewed individually by the facilitator. (4-ACRS-5A-07) During the interview, the participant will be given information regarding the program (e.g., confidentiality, expectation of group participation, length of the program and proper attire, etc.).
- B. Group size will consist of a minimum of eight inmate participants and no more than 12.

IV. Program Attendance Reporting

All education participants will have their attendance reported electronically as outlined in “Program Attendance Record” ([Attachment A](#), attached). Program attendance information will be reported monthly.

V. Quality Assurance

The administrator of Program Services or designee will ensure that groups are monitored to ensure proper implementation procedures are followed, to ensure manuals are being ordered and received, monthly reports are being forwarded, and proper protocol is followed.

The administrator of Program Services or designee will develop a schedule for quality assurance (QA) site visits. After a quality assurance site visit is made, a memorandum detailing observations and findings of the site visit will be completed and forwarded to the facility/district head, administrator of Programs and the staff facilitator.

VI. Approved Programs

Approved programs vary in completion length based on the number of times per week facilitated and number of sessions. The following is a guide for program standards and average completion lengths.

Thinking error programs will be delivered with a minimum of one day between each session to allow for skill building practice.

Class times will be one and one-half to two hours in length per session.

A. Aggression Replacement Training

- 1. Averages 30 weeks if delivered one time per week, 15 weeks if delivered twice per week, and ten weeks if delivered three times per week.

B. Associates for Success

- 1. Averages 17 weeks if delivered one time per week, eight weeks if

delivered twice per week.

C. Cognitive Behavioral Interventions for Substance Abuse

1. Averages 39 weeks if delivered one time per week, 20 weeks if delivered twice per week, and 13 weeks if delivered three times per week.

D. Partners in Parenting

1. Averages eight weeks if delivered one time per week, four weeks if delivered twice per week.

E. Anger Management (SAMHSA)

1. Averages 12 weeks if delivered one time per week, six weeks if delivered twice per week.

F. Thinking for a Change

1. Averages 30 weeks if delivered one time per week, 16 weeks if delivered twice per week, and 13 weeks if delivered three times per week.

G. Victim Impact – Listen and Learn

1. Averages 13 weeks if delivered one time per week, six weeks if delivered twice per week.