

 <p style="text-align: center;"><b>DIVISION OF ADULT INSTITUTIONS</b></p> <p style="text-align: center;"><b>POLICY AND PROCEDURES</b></p>	<b>DAI Policy #:</b> 300.00.11	<b>Page</b> 1 of 17
	<b>Original Effective Date:</b> 11/12/18	<b>New Effective Date:</b> 04/12/21
	<b>Supersedes:</b> 300.00.11	<b>Dated:</b> 11/12/18
	<b>Administrator's Approval:</b> Sarah Cooper, Administrator	
<b>Required Posting or Restricted:</b>		
<input checked="" type="checkbox"/> <b>Inmate</b> <input checked="" type="checkbox"/> <b>All Staff</b> <input type="checkbox"/> <b>Restricted</b>		
<b>Chapter:</b> Chapter 300 Administrative		
<b>Subject:</b> Substance Use Disorder/Earned Release Programs		

**POLICY**

The Division of Adult Institutions shall monitor, track and document an inmate's assignment to, participation in and/or refusal of all Substance Use Disorder programs. Furthermore, the Division of Adult Institutions shall develop, administer and establish enrollment suitability for the Wisconsin Substance Program.

**REFERENCES**

Wisconsin Administrative code Ch. 302 - Inmate Classification, Sentence and Release Provisions  
DAI Policy 300.00.25 Primary Program Status Attachment A – Primary Program Tracking Status Definitions and Use  
Wisconsin Statutes s. 302.05 – Wisconsin Substance Abuse Program  
Wisconsin Statutes s. 973.01 – Bifurcated Sentence of Imprisonment and Extended Supervision  
DAI Policy 309.55.01 – Inmate Compensation Plan  
DAI Policy 500.70.23 – Dual Diagnosis  
Records Office Procedure (ROP) I-01 – Ensuring Proper Release  
Records Office Procedure (ROP) I-02 – Release From Facility  
Attachment A – CIP and ERP WICS Program Tracking Status Definitions  
Attachment B – CIP and ERP Dosage and Supporting Program Availability

**DEFINITIONS, ACRONYMS AND FORMS**

ATR- Alternative to Revocation

BOCM - Bureau of Offender Classification Movement

CBP – Cognitive Behavioral Program

CIP- Challenge Incarceration Program

COMPAS – Correctional Offender Management Profiling for Alternative Sanctions

CR-265- Order on Petition for Determination of Eligibility for the Earned Release Program

CQI- Continuous Quality Improvement

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DAI – Division of Adult Institutions

DCI- Dodge Correctional Institution

DOC – Department of Corrections

DOC-15 – Offender Release Authorization

DOC-1163A – Authorization for Use and Disclosure of Protected Health Information (PHI)

DOC-1479 – Referral for Mental Health Placement

DOC-1479A – Referral for Mental Health Placement – Addendum

DOC-2070A – Records Office Release Information CIP/ERP

DOC-2259 – ERP Amendment to Judgment of Conviction

DOC-2271 – Earned Release Program Memo of Agreement

DOC-2439 – Primary Program Status – Participation/Refusal/Withdraw

DOC-2742 – ERP Termination Removal Summary

DOC-3021E – Substance Use Disorder Treatment Progress Notes

DOC-3740/3740A – PSU AODA Substance Use Disorder envelope Male/Female

DOC-3474 – Psychologist Minimum Security Placement Recommendation

DOC-3741 – Program Behavior Contract

DOC-3742 – SUD Program Low Risk Discharge Summary

DOC-3742A – SUD Program Female Low Risk Discharge Summary

DOC-3743 –SUD Program Moderate High Risk Discharge Summary

DOC 3743A – SUD Program Female Moderate High Risk Discharge Summary

DOC-3745 – Programming Participant Evaluation

DOC-3746- Programming Participant Evaluation Security

DOC-3750 – Substance Use Disorder Treatment Plan

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Dual Diagnosis – Program designated by PSU, based on MH2A designation and SUD treatment need.

DSPS - Department of Safety and Professional Services

Earned Release Program (ERP) – Also known as the Wisconsin Substance Abuse Program. An earned release program that provides substance abuse treatment to inmates.

Earned Release Programs– Programs that afford inmates the opportunity to earn a reduction in their term(s) of confinement. This includes CIP and ERP.

Federal Guidelines 42 CFR Part 2- Applies to all records relating to the identity, diagnosis, prognosis, or treatment of any patient in a substance abuse program that is conducted, regulated, or directly or indirectly assisted by any department or agency of the United States.

HIPAA – Stands for Health Insurance Portability and Accountability Act which is a federal law that sets a national standard to protect medical records and other personal health information.

HSU – Health Services Unit

IC – Initial Classification

JOC – Judgment of Conviction

MICA – Mental Illness and Chemical Abuse (Dual Diagnosis treatment program OSCI)

MH- Mental Health

OCS – Offender Classification Specialist

OSCI – Oshkosh Correctional Institution

OWI – Operating While Intoxicated

Program/Clinical Supervisor – Staff who provide supervision to a SUD program and possess a clinical supervisor license.

PMR – Presumptive Mandatory Release

PSU – Psychological Services Unit

RC – Reclassification

RRS – Risk Reduction Sentence

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Special Placement Need (SPN) - A special placement concern that has been investigated, evaluated and documented as supporting certain needs.

STRENGTH – Dual Diagnosis treatment program at TCI

SUD – Substance Use Disorder

SUD Professional – Staff who possess certification in substance abuse counseling.

TCI– Taycheedah Correctional Institution

Treatment Team – SUD Social Worker/Treatment Specialist, Program/Clinical Supervisor, Security Staff

Truth in Sentencing (TIS) – Bifurcated sentence to imprisonment in the Wisconsin state prisons for a felony committed on or after December 31, 1999; or a misdemeanor committed on or after February 1, 2003.

WICS – Wisconsin Integrated Corrections System

**PROCEDURE**

- I. DAI SUD Programs including ERP and CIP (does not include ATR's)**  
 Inmates identified with a need for SUD shall have one of the following needs assigned:

SUD LEVEL	Program/Intervention Dosage
SUD-1	Case Plan Intervention - No structured group.
SUD-2	SUD – 0 to 99 hours
SUD-3	SUD/CBP – 100 to 150 hours
SUD-4	SUD/CBP and ancillary – 200 to 250 hours
Dual Diagnosis	SUD/CBP/Mental Health/Ancillary

- A. Any SUD program shall be considered an earned release program.
- B. DAI SUD program shall only use evidence based curriculums that have been approved by the Office of Program Services.
- C. All SUD/ERP participants shall receive the proper range of dosage hours for their SUD need assignment to complete the program.

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- D. Program length may vary by site depending on staff resources, program space and program dosage.
- E. DAI shall prioritize program placement of ERP eligible inmates at facilities within WCCS.
- F. Inmates with mental health needs can address their SUD/ERP need at a minimum security facility with PSU clearance.
- G. SUD programs at medium security facilities shall reserve a number of available program placements for ERP eligible and suitable inmates.

**II. Substance Use Disorder Diagnostic Assessment**

- A. When a SUD professional is available, inmates shall be assessed at IC using an evidence-based diagnostic SUD assessment.
- B. The SUD assessment shall be administered, scored and interpreted by a SUD professional per DSPS standards.
- C. Program need by risk level shall be communicated with BOCM. Diagnostic information shall not be documented in inmate classification reports.
- D. In the event a designated and credentialed SUD professional is unavailable, the SUD program assignment shall be made using relevant results of a COMPAS Risk/Needs assessment and available file information.

**III. Assignment of Substance Use Disorder Program at Initial Classification (IC)**

- A. BOCM shall assign SUD based upon COMPAS or a SUD professional assessment.
- B. When program assignment is determined by COMPAS, BOCM shall assign SUD programming using the following graph:

		COMPAS Risk Level		
		Low Risk	Medium Risk	High Risk
COMPAS SUD Need Scales	Unlikely	No Treatment	No Treatment	No Treatment
	Probable	SUD-1	SUD-3	SUD-4
	Highly Probable	SUD-1	SUD-3	SUD-4

- C. When a diagnostic SUD assessment is used, program assignment shall be determined utilizing the following graph:

SUD Diagnostic Results	COMPAS Risk Level		
	Low Risk	Medium Risk	High Risk
No Diagnosis	No Treatment	No Treatment	No Treatment
Mild SUD	No Treatment	SUD-2	SUD-4
Moderate SUD	SUD-1	SUD-3	SUD-4
Severe SUD	SUD-1	SUD-3	SUD-4

- D. Low risk inmates may be assigned a SUD-2 at initial classification under the following circumstances:
1. Multiple (3+) OWI Offenses.
  2. RRS.
  3. PMR.
  4. Parole Consideration.
  5. ERP.
  6. CIP.

#### IV. Assignment of SUD at Reclassification (RC)

- A. BOCM may request a review of an inmate's designated SUD program assignment by a SUD professional due to new information or a change related to an inmate's substance use.
- B. Any changes to a SUD program assignment subsequent to IC shall involve an assessment and/or case review and program designation by a SUD professional.
- C. Upon completion of the SUD assessment and/or case review, the SUD professional shall enter the completion of the SUD evaluation/screening in WICS and assign a program type if a program need is determined.
- D. The SUD professional shall place the inmate on the waiting list for the designated program type.
- E. If there is no program need determined, the SUD professional shall complete the SUD evaluation/screening with a designation of "no need".
- F. The SUD professional shall inform the inmate of the diagnostic results of any SUD assessment completed and/or reason for program designation in the absence of a formal SUD assessment.

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## **V. Earned Release Program Eligibility**

- A. Eligibility is determined by statute and judicial recommendation. Statutory eligibility is based on the following criteria established in Wisconsin Statutes s. 302.05:
1. Is not serving time for a statutorily excluded offense:
    - a. Chapter 940 Crimes Against life or bodily security.
    - b. Chapter 948 Crimes Against Children include only: 948.02, 948.025, 948.03, 948.05, 948.051, 948.055, 948.06, 948.07, 948.075, 948.08, 948.085, 948.095.
  2. Shall have a substance use disorder.
  3. Shall have completed service of the mandatory minimum upon completion.
  4. Shall have a court determination of eligibility on one of the following:
    - a. JOC, if sentenced to a bifurcated sentence.
    - b. CR-265.
  5. Shall have completed court imposed conditional time to serve per the JOC.
    - a. The date sentence began is obtained from the inmate's legal file. When determining time served, DOC includes jail credit, unless otherwise specified by the court.
    - b. When an inmate has consecutive sentences and mandatory time to serve, the time served begins when the confinement time starts on the eligible case.
    - c. Inmates shall be eligible on all cases they are confined for at the time of enrollment.
- B. Suitability for program enrollment is discretionary and determined by the DOC. Inmates suitable for enrollment shall meet the following criteria:
1. Are statutorily eligible on all active cases and have served any mandatory minimum term of initial confinement or conditional time.
    - a. Cases are defined as active until the end of confinement time for each count/case separately. When the inmate reaches the end of confinement on a non-eligible case, the inmate may be eligible and suitable on the subsequent case(s).
    - b. Inmates with a non-bifurcated (New Law) sentence of one year or less, running consecutive/concurrent to a bi-furcated (TIS) sentence, are not excluded from ERP. The non-bifurcated sentence may not be for a statutorily excluded offense.
    - c. Dismissed and read in cases for excluded offenses do not prohibit enrollment.
      2. Inmates who are classified as minimum community, minimum, or medium custody.
      3. Inmates who are classified as medium custody may be excluded from suitability if they have been found guilty of any major offense

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under DOC 303.72(2) in the six months prior to program enrollment.

4. Have a minimum time to adjusted release:
  - a. Eight months for the high/medium program
  - b. Six months for the low program
  - c. Twelve months for MICA program
  - d. Nine months for STRENGTH program
5. Have a maximum of 48 months to adjusted release date
6. Have completed programming for an assigned SOT-2 or SOT-4 need.
7. Have a COMPAS assessment completed.
  - a. An inmate may enroll in ERP regardless of their COMPAS Risk Level recommendation.
  - b. Program and site placement shall consider the inmate's COMPAS Risk Level based off of the most recent completed assessment and mental health needs.
  - c. Low risk inmates who have eligibility for both CIP and ERP shall participate in ERP.
8. Have resolved legal matters impacting program involvement.
  - a. IC/RC shall review legal issues such as appeals, custody disputes, civil cases or paternity matters to ensure they will not impact the inmate's availability for the program and/or interfere with the inmate's ability to accept treatment for criminal convictions and behaviors.
  - b. All Wisconsin pending felony charges shall be resolved prior to enrollment as the case may impact eligibility and/or suitability for ERP. Resolution can include a Deferred Prosecution Agreement.
  - c. Pending misdemeanor cases shall be reviewed on a case by case basis.
  - d. An active detainer, out of state pending legal matters and/or cost commitment may not exclude an inmate for enrollment and continued placement in ERP. Under circumstances where a detainer may prevent enrollment, the BOCM Sector Chief shall be consulted.
  - e. Release from DAI is expected upon completion.
    - i. Release to a detainer, County jail or other jurisdiction does not automatically exclude ERP participation.
    - ii. Participation shall be reviewed on a case by case basis.

C. IC or RC shall review court determined eligibility and assess suitability at every classification staffing/hearing.



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- D. WICS is the primary data system for tracking, monitoring and documenting an inmate's ERP status and participation. BOCM shall apply the WICS tracking statuses according to Attachment A.
- E. The totality of an inmate's needs shall be considered when reviewing eligibility and suitability. Inmates with a moderate or high COMPAS Risk Level Recommendation may address more than one primary program need through SUD Programs.

## **VI. SUD Program Enrollment Process**

- A. Designated staff shall utilize the WICS Program Status Search to establish a list of potential inmates to be considered for enrollment into a SUD program.
- B. Program enrollment is based upon Risk, Need and Responsivity principles in combination with the review of several factors including, but not limited to:
  - 1. COMPAS Risk Level Recommendation; priority given to high and moderate risk inmates.
  - 2. Program resources.
  - 3. Case dynamics.
  - 4. Adjusted release date.
  - 5. Amenability and motivation to programming.
  - 6. Professional Judgement.
  - 7. Aggravating/Mitigating Factors.
  - 8. Parole eligibility and/or endorsement.
  - 9. ERP eligibility and suitability.
- C. Inmates with program needs who are eligible and suitable for earned release programs (ERP, CIP, RRS) and/or have a PMR may be enrolled into a primary program regardless of COMPAS Risk Level Recommendation. Once an inmate is identified for possible program enrollment, the SUD professional shall conduct an interview with the inmate and encourage participation.
- D. The SUD professional shall inform the inmate of the following:
  - 1. Program start and end date.
  - 2. Content and structure.
  - 3. Performance expectations.
  - 4. Behavior expectations.
- E. The inmate shall make an informed decision regarding program participation at the time of the interview. The inmate may:
  - 1. Agree to participate. The SUD professional shall enroll the inmate into programming and indicate the program enrollment in WICS.
  - 2. Refuse to participate. The SUD professional shall inform the inmate that refusal to participate may:
    - a. Negate participation during this period of incarceration.

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- b. Decrease the priority for future enrollment.
- c. Impact site placement and/or custody level.
- d. Impact facility work assignment and/or pay status.

- F. The inmate's decision shall be documented on the DOC-2439.
- G. The SUD professional shall document on DOC-2439 inmate's refusal to attend interview and/or refusal to sign form.
- H. Program provider shall sign and date the form, documenting relevant information regarding the decision or interview.
- I. The program status and reason for refusal shall be documented in WICS. Use of comments section with an explanation is required.

**VII. SUD Enrollment Process (ERP Eligible Inmates Only)**

- A. A recommendation for enrollment into a SUD/ERP program for inmates who are eligible and suitable for ERP occurs at an IC staffing or a RC hearing. At the staffing/hearing the custody level and facility placement necessary to allow ERP enrollment shall be considered.
- B. The OCS shall ensure PSU clearance occurs prior to a recommendation for program enrollment when applicable. When mental health needs exist, BOCM staff shall request completion of the DOC-3474 by PSU for placement at minimum security sites.
  - 1. If an inmate has been designated as a dual diagnosis inmate and it has been determined he/she cannot successfully complete a traditional SUD program and meets all other criteria for ERP suitability, a referral shall be made to MICA (male) or STRENGTH (female) per DAI Policy 500.70.23. PSU staff shall complete a DOC-1479 or DOC-1479A.
- C. BOCM shall review the legal file to confirm ERP eligibility prior to a request for a program reservation and to ensure all court ordered conditions are met.
  - 1. Consultation may occur with Records Office staff for interpretation of sentences as necessary.
  - 2. If found both eligible and suitable, BOCM may request a tentative date/reservation for program enrollment from the designated BOCM staff.
  - 3. When requesting a bed date to the designated BOCM staff, provide the following information:
    - a. Name.
    - b. DOC Number.
    - c. Eligibility Date.
    - d. COMPAS Risk Level Recommendation.
    - e. SUD Level.
    - f. Anticipated custody at time of enrollment.

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- g. PSU/HSU restrictions if applicable.
  - h. Adjusted release date.
  - i. Any other pertinent information (i.e. SPN).
- D. If the inmate agrees to participation, the inmate shall review the DOC-2271. The Inmate Classification Report shall include documentation regarding the inmate's review of the DOC-2271 and the tentative ERP reservation/projected start date.
- E. IC or RC shall establish recall dates that coincide with bed management needs, reservation dates and/or eligibility dates for ERP. Recall dates must allow for sufficient time to complete the classification process and transfer.
- F. Designated BOCM staff shall monitor inmates requiring transfer for ERP and coordinate movement with the BOCM Transportation Coordinator.
- G. Enrollment in an ERP does not exclude the inmate from pursuing other early release mechanisms.

#### **VIII. SUD/ERP Program Participation and Documentation**

- A. All SUD program documentation shall adhere to HIPAA & federal guidelines (42 CFR Part 2). Within one week of the initial entry into the program, a battery of assessments shall be proctored by a staff member for each inmate enrolled. A SUD Professional shall interpret the results.
- B. Assessment results shall be documented on a DOC-3021E.
- C. SUD program facilitator shall create a treatment plan utilizing a DOC-3750 within the first 2 weeks of programming.
- D. Program participation shall be documented at least weekly on the DOC-3021E.
- E. Midway through the program the client shall be evaluated utilizing the DOC-3745 and DOC-3746 by the SUD program facilitator and security representative. Results shall be documented on the DOC-3021E.
- F. If an individual presents with responsivity factors or barriers that need to be addressed in order to successfully complete the program, a Program Behavior Contract (DOC-3741) or an updated treatment plan (DOC-3750) shall be considered.

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- G. Two weeks prior to the end of program, a final battery of assessments and client evaluation shall be administered by the SUD program facilitator for each inmate. Results shall be documented on the DOC-3021E.
- H. At the end of programming, a summary of the inmate's program participation and progress shall be documented on a DOC-3742 or 3743.
- I. All SUD documentation shall be stored in the DOC-3740/3740A envelope and filed in the PSU record.
- J. DOC-1163A is required for the release of any SUD treatment documentation outside of the treatment program.

**IX. SUD Program Refusal**

- A. Inmates who are offered and refuse SUD/ERP at IC shall remain on the waiting list and shall be reviewed for program enrollment in the future.
- B. After IC when an ERP eligible inmate is offered enrollment and refuses participation, either at the time of the RC review or subsequent to the review, the OCS shall refer the case to the inmate's assigned Social Worker and/or SUD professional for completion of the DOC-2439.
- C. The Social Worker or SUD professional shall update WICS to reflect that the inmate has refused the applicable ERP and/or SUD program. Use of comments section with an explanation is expected.

**X. SUD Program Withdrawal**

- A. When an inmate requests to withdraw from a program, the SUD professional shall meet with the inmate to discuss the reasons for the request.
- B. The inmate's request to withdraw shall not be honored for at least a 24 hour period to afford the inmate an opportunity to reconsider the decision.
- C. If an inmate chooses to continue with the program, the SUD professional shall meet with the inmate to assess motivation and the willingness to continue participation.
- D. After the 24-hour time period, if the inmate withdraws from the program, the inmate shall sign the DOC-2439. If the inmate refuses to sign the DOC-2439, the SUD professional shall document the refusal.
- E. Program staff shall place the original DOC-2439 in the confidential folder of the Social Service file.

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F. Status and reason for withdrawal shall be entered into WICS. Use of comments section with an explanation is required.

#### **XI. SUD Program Termination**

- A. When the SUD professional determines termination is necessary, a recommendation shall be made to the Program/Clinical Supervisor.
- B. The Program/Clinical Supervisor shall schedule a meeting with the program facilitator to discuss treatment interventions and the program facilitator's recommendation.
- C. The Program/Clinical Supervisor shall make a final decision regarding termination. If termination is not approved, a behavior contract may be created by the SUD professional in collaboration with the inmate and clinical supervisor.
- D. Program/Clinical supervisor, the Program/Clinical supervisor shall meet with the inmate to provide the reasons for the decision.
- E. A DOC-2742 or DOC-3743 shall be completed within 10 working days from the date of termination.
- F. The applicable program status shall be documented in WICS within three days of the status change.
- G. When the decision is made to terminate an inmate, the treatment team shall notify the inmate of the termination. The inmate shall be provided a copy of the DOC-2742 or the DOC-3743.
- H. The DOC-2742 shall be:
  - 1. Submitted to the Warden/designee for determination of a referral to BOCM as necessary for review of custody and placement.
  - 2. Forwarded to the BOCM OCS for use in determining custody, program and placement.

#### **XII. Reconsideration for Program Enrollment**

- A. If an inmate would like to be reconsidered for program enrollment after they have refused, withdrawn or terminated, a written request shall be submitted to the Assigned Social Worker requesting to be considered for program enrollment. If the inmate is ERP eligible, the Assigned Social Worker shall consult with BOCM.
- B. Program/Clinical Supervisor shall review DOC-2439 and available discharge information for comments made regarding inmate's refusal, withdrawal or termination.

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- C. The Program/Clinical Supervisor may reconsider an inmate for program enrollment taking into consideration:
  1. COMPAS Risk Level Recommendation; priority given to high and moderate risk inmates.
  2. Program resources.
  3. Case dynamics.
  4. Adjusted release date.
  5. Amenability and motivation to programming.
  6. Professional judgment.
  7. Aggravating/mitigating factors.
  8. Parole eligibility and/or endorsements.
  9. ERP eligibility and suitability.
  
- D. If program enrollment is being reconsidered the inmate shall be placed on the waiting list in WICS with an explanation or special circumstances considered in making the determination.

**XIII. Completion of SUD Programs**

- A. Completion of SUD/ERP is determined by program evaluations and program provider evaluation of inmate's progress. All completions are reviewed by the Program/Clinical Supervisor. For inmates who have ERP eligibility, completion shall be forwarded to the Warden/designee.
  
- B. WICS program tracking and sub-statuses shall be updated to reflect program status changes within three days upon completion of the program per Attachment A.
  
- C. Program staff shall complete the applicable DOC-3742/3742A, DOC-3743/3743A within 10 working days of the inmate's completion of the program.

**XIV. Completion Documentation for ERP Eligible Inmates**

- A. For inmates who complete a SUD program and are ERP eligible, a letter signed by the Warden/designee and the DOC-2259 shall be submitted to the Sentencing Court, District Attorney and Defense Attorney for inmates serving a bifurcated sentence that will not reach extended supervision prior to program completion.
  
- B. A letter shall be submitted to the Parole Commission for inmates serving a non-bifurcated sentence which will not reach mandatory release prior to program completion.
  
- C. Records Office staff shall monitor and ensure receipt of parole grant, if applicable. If no DOC-2259 is requested, release on parole grant no later than 30 days after executive date in order.

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- D. Upon receipt from the court of a DOC-2259, release shall occur per ROP I-01 and ROP I-02.
- E. DAI shall receive release documents including, but not limited to, the DOC-15 from DCC Agent.
- F. All releases shall be expedited upon receipt of the court order modifying the inmate's bifurcated sentence and shall occur no later than six working days.

**XV. Extension of SUD/ERP**

- A. If an individual presents with responsivity factors or other barriers to successfully completing the program, the treatment team may recommend extension of the treatment program.
- B. A Program/Clinical Supervisor shall make the decision regarding approval of a treatment extension based upon referral from the treatment team. An inmate may be extended for the following reasons:
  - 1. They have missed the program for an approved reason.
  - 2. To allow for increased skill practices when an inmate is struggling with program concepts.
  - 3. He/she has demonstrated behaviors contrary to the mission and purpose of the program.

**XVI. Quality Assurance Standards**

- A. SUD/ERP treatment programs shall maintain an approved, standardized curriculum manual.
- B. Program/Clinical Supervisors shall be trained in the use of the CQI Group Facilitator Evaluation Form.
- C. Program/Clinical Supervisors shall ensure a process of regular observation and documentation of the quality of service delivery by using the CQI Group Facilitator Evaluation Form.
- D. Program/Clinical Supervisors shall observe and evaluate group facilitation a minimum of twice per year for each program provider. At least one of these observations shall be by the direct supervisor.
- E. Program/Clinical Supervisors may opt to train program facilitators in the use of the CQI tool and may implement peer based observation using the CQI Group Facilitator Evaluation Form.
- F. All copies of the CQI Group Facilitator Evaluation Form shall be maintained by the Office of Program Services for data retention and collection. Staff

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names shall not be disclosed on the form when being sent to the Office of Program Services. Forms shall be sent to DOC DL DAI CQI Evaluations.

G. Program/Clinical Supervisors shall regularly review documentation for quality and timeliness.

**Administrator's Approval:** *Sarah Cooper* **Date Signed:** 03/29/2021  
Sarah Cooper, Administrator



## DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

<b>Facility:</b> Name		
<b>Original Effective Date:</b>	<b>DAI Policy Number:</b>	<b>Page</b> 17 of 17
<b>New Effective Date:</b> 00/00/00	<b>Supersedes Number:</b>	<b>Dated:</b>
<b>Chapter:</b> 300 Administrative		
<b>Subject:</b> Substance Use Disorder/Earned Release Programs		
<b>Will Implement</b> <input type="checkbox"/> As written <input type="checkbox"/> With below procedures for facility implementation		
<b>Warden's/Center Superintendent's Approval:</b>		

### REFERENCES

### DEFINITIONS, ACRONYMS AND FORMS

### FACILITY PROCEDURE

I.

A.

B.

1.

2.

a.

b.

c.

3.

C.

II.

III.

### RESPONSIBILITY

I. Staff

II. Inmate

III. Other