

Sixth District Department of Correctional Services POLICY	Issue Date 09/17/04	Effective Date 01/25/20	Policy Number 156-20
Subject INTERVENTIONS – INTERNAL GROUPS		Review Month September	Author 0253 (MST)
Rescinds 156-09	References 6 th DCS Policies 100 (Case Management), 117 (Continuous Quality Improvement Process); DOC AD-TS006		

PURPOSE:

To provide internal and external interventions consistent with Evidenced Based Practices in order to meet identified needs and dosage requirements.

POLICY:

Interventions are utilized to address identified case planning needs and provide appropriately targeted services for offenders.

DEFINITION:

1. Intervention- An internal or external resource that addresses an identified case plan need.
2. Cognitive Behavioral Intervention – Intervention that builds skills and challenges thought processes.
3. Core Correctional Practices (CCP) - Working with offenders in an intentional manner to promote prosocial change. Examples include: CCP worksheets, DRAOR Navigator/Serin guides, Carey guides.

PROCEDURE:

1. The District provides cognitive based interventions on a consistent on-going basis in order to meet the needs of the offenders.
2. Designated staff provide a schedule of cognitive behavioral groups in order to accommodate the needs of the District and the offenders.
3. Offenders on Levels 3, 4, 5 participate in one (1) or more appropriate interventions based on case plan needs throughout the course of their supervision. Level 2 offenders are referred as identified by the supervising agent.
4. Case managers refer to cognitive based interventions based on offender needs.
5. Level 3, 4 and 5 offenders are referred to, at minimum, one (1) internal intervention in the first six (6) months of supervision.

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PROCEDURE: (continued)

6. Referrals to interventions are made by entering the appropriate Intervention information into ICON based on the offender's need area as identified by approved assessment tools.
7. Intervention strategies are documented in ICON through Interventions and generic notes.
8. The District provides aftercare programs to supplement cognitive based programming.
9. Case managers are actively involved in the delivery of intervention programming and facilitate one (1) or more interventions per year.
10. A District-wide master calendar is created for interventions at the start of each year. The calendar includes information on the dates and times of each class, along with facilitators to extent this information is known.
11. One (1) day prior to the first scheduled group the secretary prepares the roster (156F) and forwards to the facilitator. Rosters are destroyed three (3) months after completion of data entry.
12. Any referrals after the deadline are to be made by directly contacting the Coordinator who approves/rejects the referral. The Coordinator notifies the group secretary of any approvals and secretary completes ICON data entry.
13. After each group, the facilitator returns the roster to the group secretary for data entry of attendance and group notes. If any offenders have terminated/completed group, the facilitator indicates the closure reason on the roster. If closure reason is unknown to the facilitator, the group secretary follows up with the supervising staff to obtain this information.
14. The group secretary completes ICON data entry including notice of absences, and generate new roster within next working day of receipt of roster.
15. Supervising staff are notified of an offender's absence. Absences are entered in accordance with group guidelines. If an offender absconds, is revoked or otherwise terminates from supervision, the supervising staff immediately notifies the facilitator.
16. The facilitator notifies the group secretary one (1) week prior to the last class so that certificates of completion (156E) may be printed and forwarded along with the last roster.
17. When all data entry for the final group is completed, the group secretary inactivates this specific Class in ICON.

BY ORDER OF:

Bruce Vander Sanden, District Director