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| DEPARTMENT<br>OF<br>CORRECTION<br><br> | <b>COMMUNITY<br/>CORRECTIONS<br/>DIVISION</b><br><br><b>Community<br/>Work Centers</b> | <b>DIRECTIVE NUMBER:</b><br>401.04.03.003                 | <b>PAGE NUMBER:</b><br>1 of 2          |
|   |  | <b>SUBJECT:</b><br>Program Coordinator<br>And Supervision | Reviewed: 06-2002<br>Revised: 10-29-02 |

**01.00.00. POLICY OF THE DEPARTMENT**

It is the policy of the Idaho Board of Correction that the Department of Correction ensure proper medical, dental, psychiatric and psychological services and treatment be provided to inmates incarcerated under its jurisdiction, including those state-sentenced offenders held in non-IDOC facilities.

**01.01.00. Purpose**

Each facility will assign a staff member to the case management of each offender. The staff member will meet with and counsel that offender. Staff members are available to counsel offenders; provision is made for counseling on an emergency basis. Each offender will develop a written personal budget that is reviewed with program staff.

**02.00.00. TABLE OF CONTENTS**

- 01.00.00. POLICY OF THE DEPARTMENT**
- 01.01.00. Purpose**
- 02.00.00. TABLE OF CONTENTS**
- 03.00.00. REFERENCES**
- 04.00.00. DEFINITIONS**
- 05.00.00. PROCEDURE**

**03.00.00. REFERENCES**

American Correctional Association (ACA) Performance-Based Standard 4-ACRS-5A-07.

Department Policy 401, Hospitalization, Institutional Clinical Services And Treatment.

IDAPA 06.01.01, Rules Of The Board Of Correction, Section 401, Medical Care.

**04.00.00. DEFINITIONS**

Board: The State Board of Correction.

Department: The State Department of Correction.

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| <b>DIRECTIVE NUMBER:</b><br>401.04.03.003 | <b>SUBJECT:</b> Program<br>Coordinator and Supervision | <b>PAGE NUMBER:</b><br>2 of 2 |
|---|--|-------------------------------|

Inmate: An individual in the physical custody of the Board. (See also Offender.)

Offender: A person under the legal care, custody, supervision or authority of the Board including a person within or without the state pursuant to agreement with another state or a contractor. (See also Inmate.)

#### **05.00.00. PROCEDURE**

The Psychosocial Rehabilitation Specialist/Employment Coordinator (PRS/EDC) will be assigned to meet and counsel offenders. The counseling may include employment, pre-release, substance abuse, community services, classification, and case management concerns.

Offenders may have problems that require immediate attention; at least one (1) staff member should be available twenty-four (24) hours a day.

Each offender shall be responsible for developing a monthly budget. The PRS/EDC shall assist the offender's planning and developing his monthly budget. Periodically, the PRS/EDC shall check the offender's account records to see if he is adhering to budget and financial goals. The PRS/EDC shall provide feedback and guidance to the offender as necessary. All budgets shall provide for but not be solely limited to the following expenditures:

Room and Board;

Employment Related Expenses;

Family Support;

Clothing;

Savings;

Outstanding Debts; and,

Restitution, if any.

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**Administrator, Operations Division**

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**Date**