


DEPARTMENT OF CORRECTION  	<b>OPERATIONS Programs</b>	<b>DIRECTIVE NUMBER:</b> 607.26.01.001	<b>PAGE NUMBER:</b> 1 of 6
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### **01.00.00. POLICY OF THE DEPARTMENT**

It is the policy of the Board of Correction that the Department of Correction will provide programs which promote offender change and successful reintegration into the community.

The Department shall not discriminate on the basis of age, disability, race, sex, creed, or national origin. Considerations for the approval or denial of programs shall include, but not be limited to, the capability of the Department to provide programs and the eligibility of the offender.

Nothing in this policy statement nor in Department of Correction policy or directive or other sources establishing procedure or operations shall establish any right under state or federal law to programming or education for offenders.

#### **01.01.00. Purpose**

To identify the process and procedures to be used in proposing new programs for offenders, changing or deleting existing programs, implementing programs, and evaluating the effectiveness of these programs, in order to ensure continuity throughout the Department.

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### **03.00.00. REFERENCES**

Department Policy 607, Eligibility Guidelines for Program Transfers.

### **04.00.00. DEFINITIONS**

Ancillary/Augmentation Programs. These programs are designed to augment the core programs and more fully address the diversity of offenders' needs. Ancillary programs provide for management and accountability in keeping the offender actively involved, enhance an offender's ability to participate meaningfully in core programs, or meet special needs identified in an offender's individual program plan.

Core Programs. Core programs are standardized interventions, based on "What Works," research, and principles, that are designed to address the criminal risks of offenders.

Department. The state Department of Correction.

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.

Pilot Program. A program that has been approved by the Deputy Administrator of Programs as a test or trial program. Pilot programs are at least one year in length and involve a detailed review of the pilot program.

Process Evaluation. A procedure administered to monitor the operation and effectiveness of programs by examining the program itself, its activities, its offenders/inmates and its procedures.

Program Impact Evaluation. A study that examines a program's effect on a particular community.

Program Outcome Evaluation. An evaluation that determines client changes attributed to program effect.

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Program Participant. Any person currently under the jurisdiction of the Idaho Department of Correction who participates in any program delivered by the Department of Correction or by private providers.

Program Standards Committee. This committee will consist of six (6) members whose primary role will be to review and approve core and ancillary programs and to participate in the review of curriculum and compliance of such programs.

**05.00.00. PROCEDURE**

**05.01.00. Oversight**

The Programs Division will monitor compliance with this directive.

**05.02.00. Programs Standards Committee**

The Deputy Administrator of Programs will establish and coordinate a Programs Standards Committee.

The Programs Standards Committee will meet quarterly, or as needed, to review new and existing programs and make recommendations for program improvements.

The Programs Standards Committee will consist of, but not be limited to:

Deputy Administrator of Programs, who will chair the Program Standards Committee;

Prisons Program/Security Representative (selected by Division Administrator or designee);

Community Corrections Program Representative (selected by Division Administrator or designee);

Community Work Center Program Representative (selected by Division Administrator or designee);

Education Bureau Chief or designee;

Program Representative (selected by Division Administrator or designee); and,

Female offender Program Representative (selected by Division Administrator or designee).

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The Deputy Administrator of Programs will work with the Program Standards Committee and site program representatives to establish core programs at each location as appropriate. Recommendations will be forwarded through the facility head for approval. Final approval will come from the Administrator of Operations.

Deputy Administrator of Programs will maintain a current list of core programs available at each institution and district.

### **05.03.00. Proposal For New Core And Ancillary Programs**

Any staff wishing to implement a new program must submit a proposal through the facility head or designee to the Deputy Administrator of Programs. The Deputy Administrator of Programs will then submit the proposal to the Program Standards Committee and schedule a review.

The proposal shall minimally include:

- Program Description;
- Empirical research supporting program;
- Where program will be delivered;
- Resources required to deliver program;
- Cost to implement and maintain;
- Target population;
- Methodology of the program;
- Expected results of the program;
- Implementation plan; and,
- Internal evaluation process.

Upon receipt of the program proposal, the Programs Standards Committee will review the recommended program and make a recommendation to the Administrator of Operations for acceptance or denial of the proposal.

Notification of the decision will be returned to all concerned.

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#### **05.04.00. Changes Or Deletion Of Current Programs**

Any staff wishing to change or delete a core program must submit a proposal through the facility head or designee to the Deputy Administrator of Programs. The Deputy Administrator of Programs will then submit the proposal to the Programs Standards Committee and schedule a review.

#### **05.05.00. Program Implementation**

When a new core or ancillary program is approved or changes to existing core or ancillary programs are approved, the initiator of the request will be notified of such approval. Upon notification the initiator should:

Ensure specific program manuals (See subsection 05.06.01) are available;

Ensure the program materials are complete and present at the facilities where the program will be offered;

Ensure the coordination and implementation of appropriate training;

Ensure a specific timeline when training will be complete and the program will start; and,

Ensure proper audit standards and procedures are in place.

#### **05.05.01. Program Manual**

Program manuals shall include, but not be limited to, the following:

Theoretical basis of program;

Specific goals and objectives;

Program components;

Incentives and sanctions;

Delivery process and procedures;

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Staffing needs and qualifications;

Resources and material requirements;

Staff performance criteria and standards;

Reporting requirements;

Information tracking system; and,

Program performance measures including cost and benefit.

#### **05.06.00. Program Evaluation**

All core programs shall be audited on an annual basis. The Division Administrator will assign responsibility to ensure that appropriate staff completes audits.

Evaluation of programs will include, but not be limited to:

Audit of program standards, performance criteria, delivery, content, materials and training;

Review of program impact and outcome data;

Recommendations on program effectiveness;

Program selection and referral per team case management;

Program audits will consist of peer audits, internal audits and external audits; and,

Outcome and impact evaluations will be done as needed depending on resources and needs.

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**Administrator, Operations**

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**Date**