




KANSAS DEPARTMENT OF CORRECTIONS

	INTERNAL MANAGEMENT POLICY AND PROCEDURE	SECTION NUMBER 10-137	PAGE NUMBER 1 of 5
		SUBJECT: PROGRAMS AND SERVICES: Developing Risk Reduction and Reentry Interventions, Services or Programs	
Approved By:  Secretary of Corrections		Original Date Issued: 11-05-07	Current Amendment Effective: N/A
		Replaces Amendment Issued:	N/A
Reissued By:  Policy & Procedure Coordinator		The substantive content of this IMPP has been reissued as per the appropriate provisions of IMPP 01-101. The only modifications within the reissue of this document concern technical revisions of a non substantive nature. Date Reissued: 01-07-11	

POLICY

Risk reduction and reentry interventions, services, or programs shall be developed in accordance with research-based best practices; shall be reviewed by Programs, Research, Classification, Reentry, and Victim Services for feedback; shall include performance measures and outcomes which are evaluated; and shall be implemented with statewide support to ensure the appropriate offenders receive access to the interventions, services or programs.

DEFINITIONS

Intervention: Any formalized contact by a corrections worker or volunteer with an offender that addresses risk behavior by the offender in a way that redirects the offender to a more positive or pro-social response or behavior.

Program: A formal multi-faceted package of interventions and services, including such things as case management, treatment, counseling, service-connection, or similar activities that address multiple offender areas of risk or need.

Responsivity: A principle that addresses whether a person is motivated, ready, receptive, has the mental or cognitive capacity, and is responsive to the style and strategies used, to engage him/her in the change process.

Risk Reduction and Reentry: A set of strategies based on research and evidence-based practices that target the risk and need areas of offenders. Risk reduction and reentry can include case management; skills development with any category of staff; specialized services that target a specific risk or need domain or area, geographic site, or special need or survival item; formal policy responding to offender behavior; or a formal program that accomplishes these same objectives.

Service: Any formal effort by a corrections worker or volunteer with an offender that provides support and assistance to the offender to address a risk or need area, reintegration, or survival needs.

PROCEDURES

I. Developing Risk Reduction & Reentry Interventions, Services or Programs

- A. When developing a risk reduction and reentry program or service, a written plan shall be prepared which addresses the following:

1. A description of the strategies to be used or program elements (e.g., classes on job preparedness, short-term transitional planning for condition violators, long-term planning for high-risk offenders, etc.)
2. A description of the performance goals to be met by participants, such as:
 - a. A description of the specific activities that will occur (e.g., skills/interests assessments, mock interviews, job fairs, practice completing applications from area employers, career mapping, job search practice, access to Job Link, identifying barriers and case planning to address barriers, etc.).
 - b. A description of the curriculum to be used (by name) for classes, and a description of any existing research that documents the curriculum as effective in reducing risk.
 - c. Similarly, case management work should include a description of what will be done (e.g., case plan developed, transition meetings at X months pre-release, involvement of parole officer at X point by phone or in person, involvement of family, etc.).
3. A description of the population that will be served (e.g., high risk, special needs, time-from-release, condition violators, etc.) sufficient to establish the criteria for offender participation.
4. A description of how offenders who fit into the population to be served will be identified, assessed, engaged, and relocated (as necessary) to be enrolled in the program or provided the services.
5. A description of the staff that shall be primarily responsible for the initiative, including:
 - a. The staff/positions who will work with the population, and what role each staff member will have in the initiative/program;
 - b. How the managers/supervisors of the staff involved support, coach, and provide quality control/oversight to the work; and,
 - c. If the work will be case management (case planning, release planning), what caseload sizes each staff person will have.
6. A description of how the work will involve the concept of a multi-discipline team, with case management, corrections officers/specialists, reentry, treatment and other relevant staff, and family, mentors or community providers, all working on the case together as needed, including by addressing the following:
 - a. How corrections officers, unit team counselors, specialized staff (e.g., mental health, reentry, etc.), treatment/program staff, families, parole officers (if the new initiative is in a facility), community providers, etc., as applicable, are included in the model.
 - b. Who will be responsible for convening the transition team and taking the lead on the case, if the work involves release planning or case management.
 - c. The length/time frame within which the work will occur (e.g., 15-week class, last 6 months prior to release case planning, etc.), and a description of how this length and time frame interacts with or impacts:
 - [1] The point of entry into the system,
 - [2] The period prior to release, and

[3] The period after release.

- d. What specific risk/needs areas will be targeted in this work, to include consideration of cognitive, employment, family, housing, mental health, substance abuse, financial, and other related issues.
- e. What strategies will be used to address the targeted risk/need area(s).
- f. What strategies will be used to address responsiveness.
- g. How this work will be coordinated with other existing risk reduction and reentry initiatives in the same facility/parole office, or in the department (as applicable).
 - [1] What training will staff involved need to carry out their work, and what the plan is to provide this training, and;
 - [2] What referral forms, assessments, or other tools will be needed to carry out the work.
- h. Whether victim notification will be required and if so how that will be accomplished.

B. The written plan shall additionally address the following communication/performance issues:

- 1. Identity of the individuals and/or organizations requiring information about the initiative, services or program prior to implementation, and a description of how this information will be conveyed.
- 2. The outcomes expected from the work shall be identified:
 - a. State the specific outcomes the program or services will produce.
 - b. State how these outcomes are consistent with the department wide Kansas Offender Risk Reduction and Reentry plan and its outcomes.
 - c. State what data will be tracked, and how, to determine if the outcomes are met.

II. Implementing Risk Reduction & Reentry Interventions, Services or Programs.

A. KDOC staff (state and contract)

- 1. The written proposal shall be forwarded to the Deputy Secretary of Programs, the Classification Manager, the Director of Reentry, and the Director of Victim Services, who shall review the proposed plan, provide feedback, and work with the facility or office to provide support in implementing the program or service.
 - a. The Review Form: Risk Reduction and Reentry Program or Services, at Attachment A, shall be used for the review process.
 - b. The final form, with comments by reviewers, shall be forwarded to the Secretary of Corrections, for final review and comment.
- 2. Before the program or services is/are implemented, a description shall be provided to the system management team so that the system staff are informed of the undertaking and so that other facilities and offices within the department will be aware of the availability of the programs or services.

B. Community Corrections

1. Any community corrections agency may use the same process as described in this policy to seek review of a risk reduction intervention, program or service.
 - a. The review form at Attachment A shall be used to request review.
 - b. The form shall be forwarded to the Deputy Secretary of Community & Field Services or designee.
 - c. The Deputy Secretary of Community & Field Services shall establish a review committee made up of members within his/her discretion, which shall be convened as directed to review and provide feedback on community corrections proposals.

C. Volunteer-run programs/services

- 1.. Any volunteer, existing or potential, individual or organization, wishing to deliver risk reduction or reentry interventions, services or programs to KDOC offenders, shall be asked to provide a copy of any curriculum to be used, or a description of any model to be followed, with information about how the services will be delivered, and what research supports the model.
 - a. The review form at Attachment A shall be used for the review process.
 - b. The form shall be completed by the volunteer, and provided to the volunteer coordinator on site where the volunteer proposes to work. The volunteer coordinator shall assist the volunteer in completing the form, or contact reentry services for assistance, if/as appropriate or if requested.
 - c. The form shall be forwarded to the Director of Reentry or designee, who shall seek feedback as needed from Programs, Victim Services, Facilities Management, or any other area needed; and shall approve or disapprove the use of the curriculum or model.
 - d. Technical assistance, training, and information shall be offered to the volunteer as necessary to ensure the volunteer-provided services are consistent with evidence based practices.

III. Placement In & Removal From Risk Reduction & Reentry Programs.

- A. Before an inmate participates in any formal risk reduction and reentry program in KDOC, the following shall occur:
 1. An interview by a representative of the program or service provider and/or the offender's unit team counselor shall occur in order to determine the offender's readiness for the program;
 2. The offender shall sign an agreement reflecting his/her willingness to participate in the program and an understanding that participation is voluntary on the offender's part, but that if the offender agrees to participate, s/he must fully participate.
- B. If notification or screening is required per I.A.6.h., victim services shall be notified, so that whatever notification to victims is required will occur.
- C. An offender may be transferred to a different facility if the offender's termination from a risk reduction and reentry program gives rise to the need for such a transfer.
- D. All transfers for risk reduction and reentry programs, either for placement of an offender in a program, or for return of an offender upon his/her termination from a program, shall be arranged through the KDOC Classification Administrator, in accordance with IMPP 11-103.

NOTE: The policy and procedures set forth herein are intended to establish directives and guidelines for staff and offenders and those entities who are contractually bound to adhere to them. They are not intended to establish State created liberty interests for employees or offenders, or an independent duty owed by the Department of Corrections to either employees, offenders, or third parties. Similarly, those references to the standards of various accrediting entities as may be contained within this document are included solely to manifest the commonality of purpose and direction as shared by the content of the document and the content of the referenced standards. Any such references within this document neither imply accredited status by a Departmental facility or organizational unit, nor indicate compliance with the standards so cited. The policy and procedures contained within this document are intended to be compliant with all applicable statutes and/or regulatory requirements of the Federal Government and the state of Kansas. This policy and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

REPORTS REQUIRED

None.

REFERENCES

None.

ATTACHMENTS

Attachment A - Review Form: Risk Reduction and Reentry Program or Services - 1 page

REVIEW FORM: RISK REDUCTION AND REENTRY PROGRAM OR SERVICES

The attached proposal is submitted for review to implement risk reduction and reentry program or services.

Proposal submitted by: _____

Title of program or services: _____

Comments by Deputy of Programs:

Comments by Research:

Comments by Classification Manager:

Comments by Reentry Director:

Comments by Director of Victim Services:

Comments by Secretary of Corrections:

Date

Signature approving implementation, Secretary of Corrections