



INTERNAL MANAGEMENT POLICY & PROCEDURE


Applicability: ADULT Operations Only JUVENILE Operations Only DEPARTMENT-WIDE

IMPP #: 11-101J

PAGE #: 1 of 5

DECISION MAKING: Resident Privileges and Incentives

Original Date Issued: 04-20-16 Replaces IMPP Issued: 02-16-17 **CURRENT EFFECTIVE DATE: 02-07-22**

Approved By:  Secretary Next Scheduled Review: 02/2025

POLICY STATEMENT

Constructive behavioral changes in residents are to be reinforced and managed through a behavior management program of earnable privileges and incentives.

DEFINITIONS

Administrative Restrictive Housing: A form of restrictive housing used for residents who pose a threat to life, property, self, staff, or other residents; or when a resident's continued presence threatens the secure and orderly operation of the facility.

Basic Hygiene Items: For the purposes of this policy, these items are to include:

- Soap;
- Shampoo;
- Toothbrush;
- Toothpaste;
- Deodorant;
- Comb or hair pick; and,
- Feminine hygiene items.

Disciplinary Report: The documentation of a resident's violation of facility rules, regulations, and/or statutes.

Multi-disciplinary Team: A team consisting of the resident's facility:

- Case manager;
- An education representative;
- A behavioral health professional; and
- Any other applicable staff designated by the case manager.

Work Assignment: The job assigned by the work site coordinator to a resident.

PROCEDURES

- I. Earnable Privileges and Incentives
 - A. The earnable privileges are listed in the Privileges and Incentive Program (PIP) Chart, Attachment A.
 1. Earnable privileges are grouped into the following five (5) incentive levels:

- a. Intake Level;
 - b. Level I;
 - c. Level II;
 - d. Level III; and
 - e. Level IV.
2. Progress through the five (5) incentive levels is to be administered according to the Progression through Levels Chart (Attachment B) by the assigned case manager.
- a. Time spent off-site, for seven (7) consecutive days or more, for any of the following are not to count toward the resident's level advancement:
 - (1) Court;
 - (2) Medical or mental health evaluation; and/or,
 - (3) Treatment at any hospital.
 - b. Upon his/her return from off-site, a resident is to remain at the level he/she was assigned at the time he/she was released, except:
 - (1) When there is documentation from the sending facility showing misconduct while off-site.
 - (a) The multi-disciplinary team is to conduct a review within three (3) working days after receipt of documentation to determine the appropriate incentive level.
 - c. A resident returning to a juvenile correctional facility due to a new charge or technical violation of conditional release sentence is to be assigned to the Intake Level and progress through the level system (Attachment B).

II. Reduction in Level

- A. Except when on Intake Level or Level I, a resident is to be automatically reduced one (1) level for two (2) or more convictions of a Class I or II disciplinary report during two (2) consecutive weekly review periods.
- B. A resident is to be automatically reduced to Level I for any rule violation listed in Attachment C that results in a conviction.
- C. Any automatic reduction in a privilege level required by this section is to take place immediately.

III. Residents Confined in Restrictive Housing or on Restriction

- A. While in administrative restrictive housing, a resident is to be eligible, as much as possible, to earn and maintain the privileges that would be available if he/she were in general population pursuant to applicable restrictive housing policies.
- B. A resident who receives a summary judgment may have his/her privileges restricted.
 1. The staff writing the summary judgment is to determine which privileges are restricted.

IV. Limitation on Use of Outgoing Funds

- A. Except as provided below, there is to be a \$30 limit on outgoing funds.

1. Upon the recommendation of the MDT and approval of the Superintendent/designee, resident may be authorized, on an individual basis, to send out funds in excess of \$30 per month if they are:
 - a. Engaged in approved wage-earning activities; or
 - b. Receiving government benefits.
2. Except for a resident's limitation of financial resources, no limit is to be applicable for payment of the following:
 - a. Verified restitution and/or court costs;
 - b. Verified attorney fees for legal services;
 - c. Verified child support; or
 - d. Special fees and expenses such as tuition and other debts, as authorized by the superintendent or designee.

V. Monitoring of Privilege and Incentive Levels

- A. The assigned case manager and resident are responsible for ensuring the privilege and incentive level entered into the computerized database reflects the resident's current status.
 1. If a resident believes his/her level is in error, he/she is responsible for informing the assigned case manager to seek a correction to the record.

VI. Weekly Expectation Reviews (WER)

- A. A Weekly Expectation Review (WER) (Attachment D) is to be completed for each resident.
 1. The form is to be updated daily to document the following information for each resident's:
 - a. Specific, observed pro-social behaviors;
 - b. Disruptive or undesirable behaviors; and/or
 - c. Program participation.
 2. In order to stay at the same level or advance a level, the resident is to comply with all Federal and State laws and all Department and Facility policies, procedures, rules, regulations, and/or orders.
- B. Staff are to score the Weekly Expectation Review using the WER Behavior and Scoring guide (Attachment E).
 1. During the review period, all staff are to have a chance to provide input and documentation regarding a resident's program participation and observed pro-social, disruptive, or undesirable behavior.
 - a. All input provided by staff is to be:
 - (1) Summarized;
 - (2) Entered on the WER Comments section located on page 2 of the WER form (Attachment D); and
 - (3) Dated and initialed by the staff person entering the input.

- b. All disciplinary reports are to be entered on the WER Comments section.
 2. The assigned corrections counselor is to be responsible for completing the following sections on the WER form:
 - a. Final Review for the Week;
 - b. Weekly Program Review;
 - c. Summary of Level; and
 - d. Amount of Good Time earned.
 - (1) The amount of good time that may be awarded is to be for the relevant time period based on information contained in the WER.
 - (2) A resident who earns a score of at least 90 percent on behaviors and at least 75 percent on programs is to be awarded good time.
 3. Once documentation has been entered on the form, it is not to be modified unless approved by the Superintendent.
- C. Results are to be reviewed with each resident on the first working day of the following week.
- D. Any resident who disagrees with the information entered into the WER may use the resident grievance system, K.A.R. 123-15-101, *et seq*, as outlined in WER Dispute Process, Attachment F, to challenge the assessment.

VII. This IMPP is to serve as final policy in all departmental facilities, and no General Orders are to be allowed on this subject.

NOTE: The policy and procedures set forth herein are intended to establish directives and guidelines for staff, residents and offenders and those entities that are contractually bound to adhere to them. They are not intended to establish State created liberty interests for employees, residents or offenders, or an independent duty owed by the Department of Corrections to employees, residents, 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 are not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

REPORTS

None.

REFERENCES

K.A.R. 123-15-101, *et seq*.

HISTORY

04-20-16 Original
02-16-17 Revision 1
02-07-22 Revision 2

ATTACHMENTS

Attachments	Title of Attachments	Page Total
A	Privileges and Incentives Program Chart	2
B	Progression through Levels Chart	2
C	Disciplinary Convictions Resulting in Automatic Reduction to Level I	1
D	Weekly Expectation Review	2
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PRIVILEGES AND INCENTIVES PROGRAM CHART

INTAKE LEVEL			
PROPERTY (Use/Access/Possession)	ORGANIZATIONS/ACTIVITIES (Structured and Non-Structured)	CANTEEN & OTHER PURCHASES	COMMUNICATION (Phone and Visits)
State issued personal hygiene items and clothing Room Time (with exceptions for programming): 7:30 PM	May display two (2) 4"x6" or smaller personal photos in room Eligible for one free and one paid (\$1.50) 4" x 6" photo taken of resident/family. Must be used prior to advancing levels.	Purchases not to exceed \$8 for hygiene items, stationery, and stamped envelopes.	Unlimited fifteen (15) minute phone calls to approved contacts on phone system Two (2) hour visit with Parent(s)/Guardian(s), Child(ren), Sibling(s), Grandparent(s), and Spouse (Three [3] visitors maximum; no visitor shall be allowed to switch out during visit)
LEVEL I			
PROPERTY (Use/Access/Possession)	ORGANIZATIONS/ACTIVITIES (Structured and Non-Structured)	CANTEEN & OTHER PURCHASES	COMMUNICATION (Phone and Visits)
All intake property and permissible canteen items Room Time (with exceptions for programming): 8:00 PM Fri/Sat.: 8:30 PM	All Intake Level activities and services Eligible for one free and one paid (\$1.50) 4" x 6" photo taken of resident/family. Must be used prior to advancing levels. May have one (1) photo album. All photos must be stored and maintained in this photo album.	Purchases not to exceed \$12 per week for hygiene items, stationery, and stamped envelopes.	Unlimited fifteen (15) minute phone calls to approved contacts on phone system Two (2) hour visit with Parent(s)/Guardian(s), Spouse, Child(ren), Sibling(s), and Grandparent(s) (Three [3] visitors maximum; no visitor shall be allowed to switch out during visit)
LEVEL II			
PROPERTY (Use/Access/Possession)	ORGANIZATIONS/ACTIVITIES (Structured and Non-Structured)	CANTEEN & OTHER PURCHASES	COMMUNICATION (Phone and Visits)
Room Time (with exceptions for programming): 8:30 PM Fri/Sat: 8:55 PM	All Level I activities and services, plus special small group activities, request for work program and advisory council May apply for work position Eligible for two free and two paid (\$1.50) 4" x 6" photo taken of resident/family. Must be used prior to advancing levels. May have one (1) photo album. All photos must be stored and maintained in this photo album.	Purchases not to exceed \$14 per week for hygiene and canteen.	Unlimited fifteen (15) minute phone calls to approved contacts on phone system Two (2) hour visits with Parent(s)/Guardian(s), Spouse, Sibling(s), Grandparent(s) and Child(ren) (Three [3] visitors maximum; no visitor shall be allowed to switch out during visit)

LEVEL III			
PROPERTY (Use/Access/Possession)	ORGANIZATIONS/ACTIVITIES (Structured and Non-Structured)	CANTEEN & OTHER PURCHASES	COMMUNICATION (Phone and Visits)
<p>All Level II property plus ability to purchase approved non-issued personal hygiene items and purchase watch</p> <p>Room Time (with exceptions for programming): 8:55PM Fri./Sat.: 9:30 PM</p>	<p>All Level II activities and services, plus any other activities authorized by Facility Order</p> <p>Up to two (2) hours a week allowance to play gaming systems (i.e., PlayStation, Wii, X-box, etc.) and/or access to Activity Center</p> <p>Eligible for three free and three paid (\$1.50) 4" x 6" photos taken of resident/family. Must be used prior to advancing levels.</p> <p>May have one (1) photo album. All photos must be stored and maintained in this photo album.</p>	<p>Purchases not to exceed \$18 per week for hygiene and canteen. May purchase special meals from a food service vendor, this special food purchase will be exempt from canteen spending limits.</p>	<p>Unlimited fifteen (15) minute phone calls to approved contacts on Phone System. May have up to two (2) pro-social friends on phone list as approved by CCII and ISO.</p> <p>Four (4) hour visit with Parent(s)/Guardian(s), Spouse, Grandparent(s), Child(ren), Sibling(s), Aunt(s) and Uncle(s) (Four [4] visitors maximum; no visitor shall be allowed to switch out during visit)</p>
LEVEL IV			
PROPERTY (Use/Access/Possession)	ORGANIZATIONS/ACTIVITIES (Structured and Non-Structured)	CANTEEN & OTHER PURCHASES	COMMUNICATION (Phone and Visits)
<p>All Level III property plus other property as authorized by Facility Order</p> <p>Room Time (with exceptions for programming): 9:30 PM</p>	<p>All Level III activities and services, plus any other activities authorized by Facility Order</p> <p>Eligible for four free and paid (\$1.50) 4" x 6" photos taken of resident/family.</p> <p>Eligible for at least two (2) hours allowance to play gaming systems during free time. (i.e., PlayStation, Wii, X-box, etc.) each week.</p> <p>May have up to two (2) photo albums. All photos must be stored and maintained in these photo albums.</p> <p>Monthly movie/popcorn night with snacks.</p>	<p>Level III canteen privileges; not to exceed \$24 per week for hygiene and canteen – No limit on what can be purchased. Items have to fit in facility approved tote.</p> <p>Eligible to have money taken from resident's account to purchase outside food once a month; this special food purchase will be exempt from canteen spending limit.</p>	<p>Unlimited fifteen (15) minute phone calls to approved contacts on Phone System. May have five (5) pro-social friends on their phone list as approved by CCII and ISO.</p> <p>Four (4) hour visit with Parent(s)/Guardian(s), Grandparent(s), Spouse, Child(ren), Sibling(s), and other individuals on resident's approved visitor list (to include cousins, nieces, and nephews (Resident may have five (5) pro-social friends on their visitation list as approved by the Community Supervision Officer and JCF social worker) (Five (5) visitors maximum; no visitor shall be allowed to switch out during visit)</p> <p>Two (2) pro-social friends may visit.</p>

Progression through Levels Chart

PROGRESSING THROUGH THE LEVELS

PROGRESSING THROUGH THE LEVELS		
	INTAKE LEVEL	
Length of Time	Length of Time Plus Accomplishments	If a disciplinary report Is present
Until transferred into general population, upon completion of RDU process – up to 3 weeks	a. Successfully complete the assessment, evaluation, and orientation process (1) If refuses, remains on Intake Level b. Have no pending disciplinary reports; and c. Earn at least 85 percent on Weekly Expectation Review (WER) form, Attachment B, Form 11-101-001.	1. Must maintain 85 percent on WER for three (3) consecutive weeks 2. Complete any penalty imposed by the Disciplinary Hearing Officer (DHO). 3. Once maintained, advance to Level I.
	LEVEL I	
Length of Time	Length of Time Plus Accomplishments	Advance to Next Level
<u>Minimum</u> Intake Level 3 Weeks <u>Plus</u> 5 Weeks	a. Remain free of Class I and Class II disciplinary convictions b. Have no pending Class I and Class II disciplinary reports c. Participate in all required educational and treatment programs, work assignments, and other recommended programs; and d. Earn at least 90 percent on WER for five (5) weeks with the last four (4) being consecutive.	No resident shall be promoted to the next level if there is a pending disciplinary action. 1. The decision to change a resident’s level shall be based on the disposition of the disciplinary action. 2. A pending appeal shall not preclude movement. 3. Once maintained, advance to Level II.
	LEVEL II	
Length of Time	Length of Time Plus Accomplishments	Advance to Next Level
<u>Minimum</u> Intake Level 3 Weeks <u>Plus</u> Level I 5 Weeks <u>Plus</u> 5 Weeks	a. Remain free of Class I and Class II disciplinary convictions b. Have no pending Class I and Class II disciplinary reports c. Participate in all required educational and treatment programs, work assignments, and other recommended programs; and d. Earn at least 92 percent on WER for five (5) consecutive weeks.	No resident shall be promoted to the next level if there is a pending disciplinary action. 1. The decision to change a resident’s level shall be based on the disposition of the disciplinary action. 2. A pending appeal shall not preclude movement. 3. Once maintained, advance to Level III.

Level III		
Length of Time	Length of Time Plus Accomplishments	Advance to Next Level
<p><u>Minimum</u> Intake Level 3 Weeks</p> <p><u>Plus</u> Level I 5 Weeks</p> <p><u>Plus</u> Level II 5 Weeks</p> <p><u>Plus</u> 5 Weeks</p>	<p>a. Remain free of Class I and Class II disciplinary convictions</p> <p>b. Have no pending Class I and Class II disciplinary reports</p> <p>c. Participate in all required educational and treatment programs, work assignments, and other recommended programs; and</p> <p>d. Earn at least 95 percent on the WER for five (5) consecutive weeks</p>	<p>No resident shall be promoted to the next level if there is a pending disciplinary action.</p> <p>1. The decision to change a resident's level shall be based on the disposition of the disciplinary action.</p> <p>2. A pending appeal shall not preclude movement.</p> <p>3. Once maintained, advance to Level IV.</p>
Level IV		
Length of Time	Length of Time Plus Accomplishments	
	<p>a. A resident shall remain on Level IV except as otherwise provided in Section II of this IMPP, and by earning at least 98 percent on the WER.</p>	

Disciplinary Convictions Resulting in an Automatic Reduction to Level I

- a. K.A.R. 123-12-203, Theft;
- b. K.A.R. 123-12-301, Fighting; violence
- c. K.A.R. 123-12-304, Disobeying orders (when the juvenile's behavior is refusal to submit to a urinalysis or any type of alcohol/drug testing);
- d. K.A.R. 123-12-311, Drunkenness, intoxication, or altered consciousness;
- e. K.A.R. 123-12-312, Stimulants, sedatives, drugs or narcotics; misusing or hoarding authorized or prescribed medication;
- f. K.A.R. 123-12-314, Sexual intercourse; sodomy;
- g. K.A.R. 123-12-319, Riot or incitement to riot;
- h. K.A.R. 123-12-322, Arson;
- i. K.A.R. 123-12-323, Assault;
- j. K.A.R. 123-12-324, Battery;
- k. K.A.R. 123-12-325(c), Resident Activity; limitations;
- l. K.A.R. 123-12-327, Interference with restraints;
- m. K.A.R. 123-12-328, Personal relationships; limitations;
- n. K.A.R. 123-12-401(b), Programs;
- o. K.A.R. 123-12-901, Dangerous contraband; or
- p. K.A.R. 123-12-1001(a), Violation of statutes and regulations (if the statute is a felony crime).

WEEKLY EXPECTATION REVIEW											
Resident's Name:				Unit:							
Week of:			Through:			JJIS ID #					
BEHAVIORS – 1ST SHIFT			M	TU	W	TH	F	SA	SU	INSTRUCTIONS	
Follows Rules										Good Time (daily awarding) <i>Behaviors: 90% or better</i> <i>Programs: 75% or better</i>	
Maintains Property											
Controlling Frustration											
Respect											
Problem Solving											
Responsibility											
Prosocial Thinking											
BEHAVIORS – 2ND SHIFT			M	TU	W	TH	F	SA	SU		
Follows Rules											
Maintains Property											
Controlling Frustration											
Respect											
Problem Solving										DISCIPLINARY CONVICTIONS	
Responsibility										Class I	
Prosocial Thinking										Class II	
BEHAVIORS – 3RD SHIFT			M	TU	W	TH	F	SA	SU	Good Time Forfeited (amount)	
Follows Rules										SUMMARY OF LEVEL	
Maintains Property										Present Level	
Respect										Remain	
BEHAVIORS - SCHOOL AND/OR WORK			M	TU	W	TH	F	SA	SU	Advance	
School/Vocational/Work										Reduce	
BEHAVIORS - AT			M	TU	W	TH	F	SA	SU	CUSTODY LEVEL	
Activity Therapy										WEEKLY PROGRAM REVIEW	
Daily Behavior Percentage Points Awarded										Weekly Points Earned %	
PROGRAM PARTICIPATION			M	TU	W	TH	F	SA	SU	Level	
Program #1										98% IV	
Program #2										95% III	
Program #3										92% II	
Program #4										90% I	
Program #5										85% Intake	
Daily Program Percentage Points Awarded										Weekly Points Percentage:	
Good Time Credits awarded per day (Y or N)										Positive Week Earned:	
Good Time Credits awarded per day (Y or N)										Good Time Credits awarded week:	
Case Manager Final Review for the week:											

WER BEHAVIORS AND SCORING

1. FOLLOWS RULES

(A resident's pattern of behavior is examined through each shift.)

SCORE	BEHAVIOR
0	The resident is unable to follow facility rules and/or staff's orders/assignments throughout the shift or has a blatant disregard for the rules. An resident's failure to follow one (1) rule does not constitute his/her receiving a score of "0."
1	The resident inconsistently follows the facility rules and/or staff's orders/assignments.
2	The resident consistently follows the facility rules and/or staff's orders/assignments and usually works independently on assignments and turns them in on a timely manner. He/she may need prompting/reminder to follow rules/order/assignment, but will follow the rules/orders/assignments once reminded.
3	The resident consistently follows the facility rules and/or staff's orders/assignments and will encourage his/her peers to also follow the rules/orders/assignments. He/she does not require any prompting/reminder.
NA	The resident is not eligible to be scored on his/her behavior due to being out of the facility for any reason.

2. MAINTAINS PROPERTY

SCORE	BEHAVIOR
0	The resident destroys state, others, and/or his/her own property through abuse or neglect; fails to keep his/her living/work area/room clean and free of clutter; or refuses to perform his/her cleaning duties.
1	The resident may damage, but not necessarily destroy state, others, or his/her own property; is haphazard in cleaning details (e.g., may not fully maintain a neat and clean living/work area/room free of clutter or bed may not be always be made correctly.)
2	The resident maintains care when handling state, others, or his/her own property; keeps his/her living/work area/room clean and free of clutter.
3	The resident consistently maintains care when handling state, others, or his/her own property; encourages his/her peers to take care of property; and may volunteer to help with extra cleaning and/or details in the living/work area/room.
NA	The resident is not eligible to be scored on his/her behavior due to being out of the facility for any reason.

3. CONTROLLING FRUSTRATION

(A resident's coping mechanism as to how he/she reacts to situations caused by others; the techniques to reduce/prevent conflict to control his/her behavior.)

SCORE	BEHAVIOR
0	The resident reacts to frustration by lashing out at others when faced with difficulties, shuts down, screams, acts aggressively, and/or harms himself/herself when faced with conflict or seeks out conflicts. The resident engages in impulsive behaviors and may have verbal outbreaks or physical altercations because he/she cannot control impulses.
1	The resident inconsistently exhibits the ability to handle frustration, e.g., by lashing out at some staff, but not at others or may require redirection from staff when faced with conflict. The resident is not always able to control impulsive behaviors; will require staff guidance to assist in controlling behaviors.
2	The resident exhibits the ability to handle frustration by redirecting the conflict through the use of a journal, drawing, writing poetry, listening to music, engaging in physical activities, or takes a time out. He/she may also show signs of using techniques learned in his/her various programming groups. The resident is able to control behavior when faced with conflict and will not engage in impulsive behaviors.
3	The resident consistently exhibits the ability to handle frustration and encourages his/her peers to handle frustration in a constructive manner. The resident is able to control his/her behavior and encourages others to use self-control techniques.
NA	The resident is not eligible to be scored on his/her behavior due to being out of the facility for any reason.

4. RESPECT

(A resident's pattern of being disrespectful to staff and others is examined throughout each shift.)

SCORE	BEHAVIOR
0	The resident is disrespectful to staff and/or others either verbally (e.g., uses vulgar language, name calling, etc.) and/or non-verbally (e.g., rolling eyes, sucking teeth, flipping others off).
1	The resident is inconsistently polite to staff and others (e.g., He/she may be polite to others, but not to staff or polite to some staff, but not others.)
2	The resident is polite to staff and others and displays manners on a regular basis; addresses staff by their title/rank and last name (Mr., Mrs., Ms., Officer, Sergeant, Lieutenant, etc.) on a consistent basis.
3	The resident is consistently polite to staff and others and encourages other residents to be polite to staff members.
NA	The resident is not eligible to be scored on his/her behavior due to being out of the facility for any reason.

5. PROBLEM SOLVING

SCORE	BEHAVIOR
0	The resident is unable or chooses not to use problem solving and decision-making skills (e.g., stop and think, recognize the problem, and/or examine the choices and consequences) to avoid and/or resolve conflict.
1	The resident is inconsistent when using problem solving and decision-making skills or may require staff's assistance in resolving an issue. He/she may not recognize a problem or may ask for assistance in examining the best course of action.
2	The resident is consistent when using problem solving and decision-making skills to avoid and/or resolve conflict.
3	The resident uses problem solving and decision-making skills without assistance from staff, uses the skills inside and outside of a group and will encourage peers and others to use the skills throughout the facility.
NA	The resident is not eligible to be scored on his/her behavior due to being out of the facility for any reason.

6. RESPONSIBILITY

SCORE	BEHAVIOR
0	The resident is unable to admit his/her mistakes/shortcomings, blames others, and will not apologize for his/her behaviors.
1	The resident may take responsibility for some behaviors, but not for all actions, and/or will admit shortcomings to some staff, but not others; and apologies may be inconsistent.
2	The resident is able to admit mistakes/shortcomings and will hold himself/herself accountable for acts and decisions with an understanding of the consequences for his/her behaviors without staff's guidance and may demonstrate responsibility by apologizing for his/her actions.
3	The resident takes responsibility for his/her mistakes/shortcomings, is helpful to others, and takes the initiative in encouraging others throughout the facility to accept responsibility their actions.
NA	The resident is not eligible to be scored on his/her behavior due to being out of the facility for any reason.

7. PRO-SOCIAL THINKING

(An resident's expressed thoughts and beliefs are tracked to establish patterns of thinking.)

SCORE	BEHAVIOR
0	The resident uses hostile language when speaking with staff and peers; displays thinking errors/cognitive distortions/anti-social attitudes on a regular basis.
1	The resident may use hostile language with staff or peers; displays some antisocial attitudes/thinking errors/cognitive distortions, but mixes the antisocial thinking with pro-social attitudes.
2	The resident's language in a positive pro-social manner with staff and peers; demonstrates honesty and integrity by telling the truth.
3	The resident language and behavior is consistently pro-social around staff and peers; encourages others to use pro-social thinking by redirecting his/her peers to develop corrective thinking.
NA	The resident is not eligible to be scored on his/her behavior due to being out of the facility for any reason.

ACTIVITY THERAPY

SCORE	BEHAVIOR
0	The resident refuses to participate in daily activity therapy.
1	The resident participates in the daily activity therapy but does not perform to the best of his/her ability.
2	The resident actively participates in daily activity therapy to the best of his/her ability. The resident may also report that he/she receives enjoyment from the activity.
3	The resident consistently participates in daily activity therapy to the best of his/her ability and encourages teamwork in activity therapy activities on a regular basis. These residents will also encourage peers to participate and will recognize/compliment their peers when they perform a skill well. The resident may assist in setting up the activity and clean-up. He/she will consistently demonstrate good sportsmanship during activities.
NA	The resident is not eligible to be scored on his/her behavior due to being out of the facility for any reason or not required to participate in the daily activity therapy due to medical restrictions or facility processes.

SCHOOL/VOCATIONAL WORK

SCORE	BEHAVIOR
0	The resident refuses to participate in school/vocational/work assignments.
1	The resident may participate in school, vocational, or work but does not do so actively and to the best of his/her ability.
2	The resident actively participates to the best of his/her ability in school/vocational/work by completing assignments on time, asking questions and participating in discussions.
3	The resident may do extra work/assignments in school/vocational/work. These residents will also model appropriate participation in these areas and encourage their peers to perform well in school/vocational/work assignments.
NA	The resident is not eligible to be scored on his/her behavior due to being out of the facility for any reason; due to medical reasons or facility processes.

PROGRAM PARTICIPATION

SCORE	BEHAVIOR
0	The resident refuses to attend group or refuses to participate in group once in the setting. Residents who refuse to complete the required homework. Residents who are blatantly disruptive in group.
1	The resident who attends the group but do not actively participate to the best of his/her ability. Residents may attend group but be ill-prepared such as forgetting his/her assignment, or the assignment not being completed. While not blatantly disruptive, these residents may be more covert in the disruption of the group.
2	The resident who actively participates in the group process in an open and honest fashion. The resident will attend group prepared and have his/her homework completed. The resident may also volunteer to answer questions during the group or assist the facilitators.
3	The resident consistently and fully participates in programming and models appropriate participation and investment into the group process with his/her peers. The resident will encourage others to participate in group and may also hold his/her peers accountable in the group process.
NA	The resident is not eligible to be scored on his/her behavior due to being out of the facility for any reason; due to medical reasons or facility processes.

WER Dispute Process

(All provisions of K.A.R. 123-15-101, et seq. shall apply)

- i. The resident shall submit a *Form 9* to the staff member who gave the score(s) in dispute.
 - A. *Form 9* routed to staff member.
 - B. Copy of *Form 9* retained by assigned Corrections Counselor.
 - C. The staff member shall respond to the resident within ten (10) calendar days.
- ii. If the response does not resolve the dispute, the resident may submit a completed grievance form with a copy of the original *Form 9*
 - A. The grievance shall be routed to the MDT for review.
 - B. Following review, the MDT shall respond to the resident in writing within ten (10) calendar days of receipt of the grievance.
- iii. If the MDT's response does not resolve the dispute, the resident may submit the grievance form to the Superintendent.
 - A. The Superintendent shall respond to the resident in writing within ten (10) working days.
- iv. If the Superintendent's response does not resolve the dispute, the resident may submit the grievance form to the Secretary of Corrections (SOC).
 - A. The grievance shall be submitted to the SOC within three (3) calendar days of the Superintendent's response.
 - B. The SOC/designee shall respond to the grievance within twenty (20) working days.
 - C. The SOC/designee's decision on the matter is final.