

# MEMO



*Central Office*

**DATE:** January 21, 2014  
**TO:** IMPP Manual Users  
**FROM:** Libby Snider, Staff Attorney/Policy Analyst  
**RE:** Summary of Changes to IMPPs – Distribution #601

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In accordance with IMPP 01-101, any attached IMPPs summarized below have had their revision/introduction advanced through appropriate procedures set forth within the context of that IMPP. Additionally, policy memoranda are sometimes issued on a very limited basis, and, if included in this distribution, are similarly summarized below. The following are summaries of the revisions to policy and/or procedures resulting from these processes, and have been reviewed in an attempt to ensure consistency with statutes, regulations, and the current needs and philosophy of the Department.

Per IMPP 01-101, new and revised policies shall be distributed, prior to their implementation, to designated staff, contract personnel, volunteers, and when appropriate to inmates/offenders and designated agencies. The yellow highlighted IMPPs listed in this document are considered “**STAFF READ ONLY**” and shall not be included in the distributions to agencies or organizations not authorized such access.

- 11-106**      **DECISION MAKING: Case Management.** This policy was revised to change how case management at the facilities is conducted by adhering to evidence based practices, thereby becoming more effective at reducing offenders’ risk to reoffend. The policy further provides tools to Unit Team Managers and Classification Administrators to coach and to do quality assurance on case management.
- 11-107**      **DECISION MAKING: Inmate Program Plans.** This policy was revised to give the counselor more discretion in determining what programs are appropriate for the offenders on their caseload based upon the offenders’ risks and needs.
- 11-122**      **DECISION MAKING: Case Management & Administrative Review.** This policy is being revoked as it has been consolidated into IMPP 11-106.

**NOTE:** Yellow highlighting indicates that the particular IMPP is “**Staff Read Only.**”