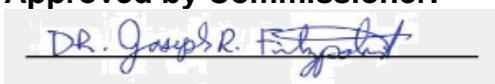


POLICY TITLE: ADMINISTRATION OF PROGRAMS AND SERVICES		PAGE 1 OF 5
POLICY NUMBER: 24.1		
CHAPTER 24: ADMINISTRATION OF PROGRAMS AND SERVICES		
	STATE of MAINE DEPARTMENT OF CORRECTIONS Approved by Commissioner: 	PROFESSIONAL STANDARDS: See Section VII
EFFECTIVE DATE: February 1, 2002	LATEST REVISION: November 19, 2018	CHECK ONLY IF APA []

I. AUTHORITY

The Commissioner of Corrections adopts this policy pursuant to the authority contained in 34-A M.R.S.A. Section 1403.

II. APPLICABILITY

All Departmental Adult Facilities

III. POLICY

It is the policy of the Department to provide programs and services for prisoners that align with evidence-based practices proven to be effective in reducing criminogenic risk and to meet the needs of the prisoner population.

IV. CONTENTS

- Procedure A: Department Programs and Services, General
- Procedure B: Fidelity Monitoring of Programs and Services
- Procedure C: Screening and Assessment for Programs and Services
- Procedure D: Approval Process for a New Program or Service
- Procedure E: Evaluation and Reporting

V. ATTACHMENTS

Attachment A: Proposal for New Program or Service

VI. PROCEDURES

Procedure A: Department Programs and Services, General

1. The Commissioner, or designee, shall provide comprehensive programs and services for all prisoners. Programs and services may include, but are not limited to:

- a. intake and orientation;
 - b. screenings and evaluation;
 - c. classification;
 - d. academic education;
 - e. vocational training;
 - f. correctional industries;
 - g. work assignments;
 - h. religious services;
 - i. medical and dental care;
 - j. psychiatric and psychological services;
 - k. behavioral health services (e.g., substance abuse, sex offender, etc.);
 - l. social services and counseling;
 - m. library services;
 - n. recreation and leisure time activities;
 - o. athletic programs;
 - p. volunteer activities;
 - q. community service;
 - r. furlough passes and furlough leaves;
 - s. work release, educational release, and public service release;
 - t. supervised community confinement; and
 - u. community resources.
2. All approved programs or services for prisoners shall be implemented under the direction of the Chief Administrative Officer, or designee, and supervised by designated facility staff.
 3. Each facility Chief Administrative Officer, or designee, shall compile and maintain current information on programs and services, to include goals, measurable objectives, expected outcomes, and costs.
 4. All program and work assignments shall be documented by the program or work supervisor as follows:
 - a. program or work assignment description;
 - b. location;
 - c. schedule;
 - d. eligibility requirements and prerequisites;
 - e. necessary specialized training;

POLICY NUMBER/TITLE	CHAPTER NUMBER/TITLE	PAGE NUMBER
24.1 Administration of Programs and Services	24. Administration of Programs and Services	Page 2 of 5 11/19/18R

- f. capacity;
 - g. staffing (including volunteers);
 - h. duration of the program, if any;
 - i. space, equipment, and supply needs;
 - j. documentation of participation; and
 - k. program completion results.
5. At least annually, each facility Chief Administrative Officer, or designee, in conjunction with the Department's Continuous Quality Improvement (CQI) team, shall ensure that staff identify the needs of the prisoner population to ensure that the necessary programs and services are available, including programs and services to meet the needs of prisoners with specific types of problems.

Procedure B: Fidelity Monitoring of Programs and Services

1. The Deputy Commissioner is responsible for identifying the programs and services that are required to undergo fidelity monitoring and the frequency of the monitorings.
2. At least bi-annually, each Chief Administrative Officer, or designee, shall ensure that the identified facility programs and services are monitored by Department staff who are trained to conduct fidelity monitoring.
3. Once the staff has monitored the program or service, he or she shall complete the Department approved fidelity observation form and forward the completed form to the designated Department CQI staff, who shall:
 - a. review the fidelity observation form and provide feedback to the facility Chief Administrative Officer, or designee, regarding the fidelity monitoring; and
 - b. provide feedback to and assist program or service staff (and their supervisors as needed) to implement program changes, if needed, and resolve any issues reported.
4. The Department's CQI staff shall collect and track the submitted fidelity observation data, and incorporate the data in the Department's monthly Adult Data Report.

Procedure C: Screening and Assessment for Programs and Services

1. Prisoners are required to participate in the intake assessment process to identify program and service needs and any refusal shall be handled as set forth in Department Policy (AF) 22.1, Intake Processing.
2. A prisoner who has been identified with a criminogenic risk or service need during intake screenings and assessments shall have that risk or need addressed as part of the case planning process. The prisoner shall also be referred to the

POLICY NUMBER/TITLE	CHAPTER NUMBER/TITLE	PAGE NUMBER
24.1 Administration of Programs and Services	24. Administration of Programs and Services	Page 3 of 5 11/19/18R

appropriate program or service by the case manager at the appropriate time during his or her incarceration.

3. If at any time during a prisoner’s incarceration, additional information after the prisoner’s initial assessment becomes available indicating an additional need for a service, the case manager shall make a referral to the prisoner’s unit management team for review.
4. A prisoner may be eligible to receive good time or deductions for participation in programs assigned in his or her Individualized Case Plan, in accordance with Department Policy (AF) 11.5, Calculation of Prisoner Release.
5. Although program participation by prisoners is voluntary, case plan compliance is required in order for prisoners to be eligible for certain privileges, opportunities, and good time. Prisoners shall be informed that a prisoner who fails to participate satisfactorily in a program assigned in his or her Individualized Case Plan shall not have an opportunity to transfer to a minimum security facility, work in institutional jobs where prisoners earn money, or participate in community programs, and Supervised Community Confinement. In addition, prisoners shall be informed they may not receive certain good time or deductions for programs for any month in which the prisoner does not satisfactorily participate in an assigned program.

Procedure D: Approval Process for a New Program or Service

1. Each facility Chief Administrative Officer shall develop facility specific practices to review proposal requests for new programs or new services.
2. Any staff proposing a new program or service shall complete a Proposal for New Program or Service (Attachment A) and submit the proposal to the Chief Administrative Officer, or designee, for a recommendation on whether or not to allow the proposed program or service.
3. If the Chief Administrative Officer, or designee, recommends approval for the program or service, the Chief Administrative Officer, or designee, shall submit the proposal to the Department’s Program Management Committee.
4. The Program Management Committee in conjunction with the Deputy Commissioner, or designee, shall review the proposal and decide on whether or not to approve the implementation of the program or service based on, but not limited to the following factors: adherence to evidence-based practices, need, cost, and resources.
5. If approved, the Deputy Commissioner, or designee, shall notify the facility Chief Administrative Office, or designee, who shall implement the program or service.

POLICY NUMBER/TITLE	CHAPTER NUMBER/TITLE	PAGE NUMBER
24.1 Administration of Programs and Services	24. Administration of Programs and Services	Page 4 of 5 11/19/18R

6. A prisoner may initiate a request for a new program or new service through a staff member who has oversight over that program or service area. The staff shall then follow the above process.

Procedure E: Evaluation and Reporting

1. The Commissioner, or designee, shall ensure that Department facility programs are analyzed and evaluated at least every two (2) years to determine the programs contributions to the Department’s mission.
2. Each facility Chief Administrative Officer, or designee, shall compile an annual report for the Commissioner, or designee. This report shall contain a narrative description of the facility’s programs and services and the status and pertinent statistics for each program and service, any modifications to programs and services and plans for new program and service development.
3. The manager or supervisor of each facility or community services program shall prepare a monthly report at least of activity to the Chief Administrative Officer, or designee. The report shall include, but not be limited to, statistical data regarding the program or service (attendance, participation and compliance, assignment completions, violations, disciplinary infractions), accomplishments, problem areas and plans for deficiencies, and modifications to program and services.
4. The Commissioner, or designee, shall provide updates on Department programs and services for inclusion in the Maine State Government Annual Report, prepares an annual report that includes narrative and statistical data on its objectives, programs, and services.

VII. PROFESSIONAL STANDARDS

ACA:

ACI - 4-[4107](#) Institutional programs are analyzed and evaluated at least every two years to determine their contribution to the institution's mission.

ACI – 4-[4430](#) Written policy, procedure, and practice provide that institutional staff identify at least annually the needs of the inmate population to ensure that the necessary programs and services are available, including programs and services to meet the needs of inmates with specific types of problems.

POLICY NUMBER/TITLE	CHAPTER NUMBER/TITLE	PAGE NUMBER
24.1 Administration of Programs and Services	24. Administration of Programs and Services	Page 5 of 5 11/19/18R