



**DEPARTMENT OF CORRECTIONS  
Correctional Programs**



<b>Title:</b>	<b>Treatment and Behavioral Change Programs Policy</b>	<b>DOC Policy:</b>	<b>90.1.4</b>
<b>Effective:</b>	<b>3/29/16</b>	<b>Supersedes:</b>	<b>N/A</b>
<b>Applicability:</b>	<b>All functional units</b>		
<b>Directives Cross-Reference:</b>			
Oregon Health Authority - Division 57			
Alternative Incarceration Programs - Division 62			
Inmate Communication and Grievance Review System - Division 109			
Structured, Intermediate Sanctions – Division 58			
Prohibited Inmate Conduct and Processing Disciplinary Actions – Division 105			
Correctional Case Management - DOC Policy 90.1.3			
<b>Attachments:</b>			
Attachment A – Treatment Programs Eligibility and Screening Criteria			
Attachment B – Behavioral Change Programs Eligibility and Screening Criteria			
Form – Notification AIP Failure (CD #1691)			
Form – Notification Non-AIP Failure (CD #1690)			
Form – Program Completion Exception Request (CD #1722)			

**I. PURPOSE**

The purpose of this policy is to establish guidelines for providing treatment and behavioral change program interventions that are designed to address criminal risk factors and reduce the risk of future criminal behavior.

**II. DEFINITIONS**

**A. Alternative Incarceration Program (AIP):** For purpose of this policy, include the following:

1. Treatment (AIP): A highly structured corrections program that includes intensive treatment and cognitive behavioral therapy interventions. The program is a minimum of 270 days and consists of a structured institution program and a period of up to 90 days of non-prison leave. Inmates must be statutorily eligible to participate in the program.
2. Behavioral Change (AIP): For purposes of this policy, a highly structured corrections program that includes intensive self-discipline and cognitive skill building to confront and alter criminal thinking patterns. The program is a minimum of 270 days and consists of a structured institution program and a period of up to 90 days of non-prison leave. Inmates must be statutorily eligible to participate in the program.

**B. Behavioral Change Programs** which include the following:

1. Cognitive Restructuring Programs: Skill-building programs designed to help inmates examine attitudes, values, belief systems and thinking patterns that lead to criminal

behavior and to replace them with pro-social skills that lead to successful reentry.

2. **Parenting Programs:** Parent management skills training programs created for criminal justice involved parents and families. Programs are designed to help inmates acquire skills that improve parent child interactions, enhance family relationships and replace anti-social parenting skills with pro-social skills that promote healthy child adjustment and prevent problem behaviors with children.
- C. Contract Service Providers (CSP):** Agencies or individuals under contract with the Department of Corrections (DOC) to provide treatment and behavioral change program services.
  - D. Program Designee:** The Oregon Department of Corrections (DOC) employee assigned the responsibility for oversight of an institution program that is not provided by a contractor.
  - E. Non-Prison Leave:** A period of leave not to exceed 90 days preceding an established release date granted to inmates successfully completing the institution phase of an Alternative Incarceration Program. Non-prison leave is designed to provide inmates with transitional opportunities that promote successful reintegration into the community and is granted in accordance with ORS 137.751, ORS 421.510, and the department's rule on **Alternative Incarceration Programs** (OAR 291-062).
  - F. Short-Term Transitional Leave:** A period of leave not to exceed 90 days preceding an established release date designed to provide inmates with transitional opportunities that promote successful reintegration into the community. Short-term transitional leave shall be granted in accordance with ORS 421.168 and the department's rule on **Short-Term Transitional Leave and Emergency Leaves** (OAR 291-063).
  - G. Texas Christian University (TCU) Drug Screen II:** A drug and alcohol assessment used to determine the level of dependency. The assessment translates to a SUBS rating in the Corrections Information System and is used to screen inmates for eligibility and placement into treatment programs.
  - H. Treatment Assignment and Screening Committee (TASC):** A multidisciplinary team comprised of unit stakeholders in the agency who are responsible for screening and referring inmates to treatment using standard criteria.
  - I. Treatment Programs:** The department's treatment programs consist of intensive in-prison alcohol and other drug (A&D) treatment programs and intensive in-prison cognitive behavioral therapy programs offered as a single intervention as well as a combination of the two. The A&D treatment programs include both outpatient and residential programs which require a minimum number of therapeutic hours depending on the type of intervention provided.

### III. POLICY

#### A. Programs Planning, Coordination, and Oversight

1. The Education, Training, and Treatment Administrator shall have overall responsibility for the planning and coordination of all treatment and behavioral

change programs throughout the department, overseeing the work of the unit.

2. The Education, Training, and Treatment Administrator responsibilities shall include but are not limited to:
  - a. Planning for the department-wide placement of treatment and behavioral change programs;
  - b. Supervising the programs delivery systems through the administering and monitoring of contracts with contract service providers;
  - c. Establishing and maintaining eligibility criteria for addictions treatment and behavioral change programs; and
  - d. Developing prioritization criteria to be followed when demand for programming exceeds availability.

## **B. Program Standards**

Treatment and behavioral change programs shall address a wide range of individual issues including but not limited to motivation and stages of change, criminal thinking errors, relapse, triggers, and anger management and emotional regulation. Programs may emphasize the interference of addiction and criminality with basic life functioning as well as appropriate parenting and pro-social interactions with the community.

1. All A&D treatment programs shall comply with the requirements outlined in the Oregon Health Authority rule on Standards for Department of Corrections Prison-Based Alcohol and Other Drug Treatment Programs (OAR 415-057).
2. Treatment and behavioral change programs shall utilize evidence-based curriculum and research-based practices in the delivery of program interventions.
3. Treatment programs will be designed and implemented with an inmate accountability system including rewards and consequences related to requirement in the program. The social learning environment shall provide inmates with opportunities to practice pro-social skills.
4. Institutions shall notify the Education, Training, and Treatment Administrator of any interruptions to treatment programs that extend beyond three days (i.e., power outage, weather event, lockdown, etc.). The Education, Training, and Treatment Unit will work with the treatment programs to modify treatment plans as needed.
5. Treatment programs shall consist of 180 days. Inmates successfully completing the program will receive a certificate of completion from the contract service provider. To extend an inmate beyond the 180-day maximum program, an extension must be requested and approved as outlined in sections F.1. and G.1. for AIP and non-AIP respectively.
6. Inmates spending less than 180 days in a treatment program, who are identified as successfully completing program requirements, may be granted an exception and receive a certificate of completion. Upon consultation with the contract service

provider program manager, the Correctional Rehabilitation Manager, in collaboration with the contract service provider, shall submit a Program Completion Exception Request (CD #1722) to the Education, Training, and Treatment Unit Administrator or designee for approval. This applies to non-AIP only.

7. Completion of Program: All institutions with treatment and behavioral change programs shall develop and maintain program completion standard criteria.
  - a. Program standards shall be defined in the contract agreements between the Department of Corrections and the contract service provider.
  - b. Program standards will be reviewed with each institution correctional rehabilitation manager by September 1 at the beginning of each biennium.

### **C. Program Needs Assessment**

The department shall use evidence-based criminal risk factor assessments, treatment and behavioral screening tools, as well as a variety of research-based methods to assess an inmate's program needs for appropriate program placement.

### **D. Programs Referrals, Eligibility Screening, and Placement**

#### **1. Treatment Programs**

- a. Institution counselors shall review case plans using established practices of effective case management and refer inmates as appropriate to the Treatment Assignment and Screening Committee (TASC).
- b. The TASC shall:
  - (1) Include representation from institutions, the Education, Training, and Treatment Unit, Behavioral Health Services, and Medical Services;
  - (2) Utilize a multidisciplinary team to screen and determine program eligibility based on established eligibility criteria outlined in Attachment A; and
  - (3) Refer inmates to institutions for treatment and program placement.
- c. The Office of Population Management shall:
  - (1) Establish and maintain a waiting list for institutions to ensure timely filling of treatment beds; and
  - (2) Coordinate the transfer of inmates to institutions where the appropriate treatment program is located.
- d. Institutions shall prioritize placement of inmates into programs and keep the Education, Training, and Treatment Unit and Office Population Management informed of bed vacancies.

#### **2. Behavioral Change Programs**

Institution counselors shall review case plans using established practices of effective case management and refer inmates as appropriate to the contract service provider for program placement based on criteria outlined in Attachment B.

**E. Program Refusals from Inmates**

1. Inmates who are offered mandatory or required programs (treatment and cognitive restructuring) must participate in programming as prescribed in their case plan. Those refusing to participate in a required program shall receive a program failure, which may result in failure to receive earned time credit.
2. Although program refusals generally occur prior to program entry, inmates voluntarily exiting from a required program within the first seven days of entry shall also be considered a program refusal for purposes of program outcome data. However, the program refusal will still result in a program failure and failure to receive earned time credit.

**F. Alternative Incarceration Program (AIP) Extensions, Suspensions, & Removals**

1. AIP Extensions: Two program extensions, up to 30 days each, may be granted to inmates in an AIP.
  - a. First 30-Day Extension
    - (1) The contract service provider shall recommend a program extension to the correctional rehabilitation manager or designee for final approval.
    - (2) Within 24 hours of approval of the program extension, the contract service provider's program manager or correctional rehabilitation manager shall notify the Education, Training, and Treatment Administrator via email of an inmate's program extension.
    - (3) Within two business days of the correctional rehabilitation manager's or designee's program extension approval, the contract service provider's program manager or, if the program is not provided by a contractor, the department program designee, shall complete and send an extension memorandum to the Correctional Rehabilitation Manager (with copies to the Education, Training, and Treatment Administrator and institution counselor) that contains, at a minimum:
      - Inmate's name
      - Inmate's SID number
      - Institution
      - Program name
      - Inmate's program entry date
      - Dates and description of significant events leading to the program extension recommendation
      - Name and title of department employee approving program extension
  - b. Second Program Extension

- (1) A second program extension requires final approval by the Education, Training, and Treatment Administrator. To request such approval, the contract service provider program manager (or, if the program is not provided by a contractor, the department program designee), in collaboration with the correctional rehabilitation manager, shall prepare a memorandum to the Education, Training, and Treatment Administrator recommending a second extension, which shall include, at a minimum, the following information:
  - Inmate's name
  - Inmate's SID number
  - Institution
  - Program name
  - Inmate's program entry date
  - Date of first extension
  - Dates and description of significant events leading to the second program extension recommendation

## 2. AIP Suspensions

- a. Inmates participating in an AIP who become unavailable to substantially participate in the program (e.g., physical and mental illness, court appearance, disciplinary segregation) for up to 30 days following placement may be suspended from the program and be evaluated by the institution correctional rehabilitation manager to determine continued participation. Under these circumstances, inmates shall be administratively removed from the program as described in Section 3.a below.
- b. Inmates who are reinstated and returned to the program within 30 days of suspension are required to make up suspension days in order to meet the 180 day requirement for the in-prison component of AIP.
- c. Inmates who are not reinstated to the program within 30 days of suspension are required to restart the program if they reenter at a later date.

## 3. AIP Removals

### a. Administrative Removals

Inmates unable to continue participation in their AIP, due to no fault of their own, (e.g., medical or mental health reasons) may be administratively removed from a program. An administrative removal shall be determined by the institution correctional rehabilitation manager in collaboration with the contract service provider program manager. Administrative removals will not prevent inmates from future participation in treatment programs.

### b. AIP Failures

- (1) Inmates may be removed from an AIP based on behavior expectations not being met by the inmates (e.g., behavior problems, attitude, failure to progress, and lacking engagement).

- (2) If an inmate must be removed immediately, the removal shall be determined by the Correctional Rehabilitation Manager, or designee.
- (3) Removal from an AIP constitutes a program failure as recommended by the contract service provider program manager and upon approval from the Correctional Rehabilitation Manager and multidisciplinary team.
- (4) The removal must be recommended by the contract service provider and/or institution counselor, approved by the multidisciplinary team, and the approval accepted by the Correctional Rehabilitation Manager. The Correctional Rehabilitation Manager shall notify the Education, Training, and Treatment Administrator
- (5) Inmates who voluntarily exit (sign out) from an AIP after the first seven days of participation shall be considered a program failure for the purposes of outcome data and earned-time eligibility.

#### **G. Non-AIP Treatment & Behavioral Change Program Extensions, Suspensions, and Removals**

##### **1. Treatment and Behavioral Change Program Extensions (Non-AIP)**

- a. Treatment Program Extensions (Non-AIP): Inmates participating in treatment programs (non-AIP) who are approved for short-term transitional leave may be granted 1 program extension of up to 30 days upon a joint recommendation from the contract service provider program manager and institution correctional rehabilitation manager. The contract service provider shall recommend a program extension to the Correctional Rehabilitation Manager or designee for final approval.
  - (1) Within 24 hours of approval of the program extension, the contract service provider or correctional rehabilitation manager shall notify the Education, Training, and Treatment Administrator via email of an inmate's program extension.
  - (2) Within two business days of the correctional rehabilitation manager's or designee's program extension approval, the contract service provider's program manager or, if the program is not provided by a contractor, the department designee, shall complete and send an extension memorandum to the Correctional Rehabilitation Manager (with copies to the Education, Training, and Treatment Administrator and institution counselor) that contains, at a minimum:
    - Inmate's name
    - Inmate's SID number
    - Institution
    - Program name
    - Inmate's program entry date
    - Dates and description of significant events leading to the program extension recommendation
    - Name and title of department employee approving program extension

- b. Behavioral Change Program Extensions (Non-AIP): Behavioral change programs are not designed to provide program extensions.

2. Treatment and Behavioral Change Program Suspensions (Non-AIP)

- a. Treatment Program Suspensions (Non-AIP): Inmates participating in treatment programs (non-AIP) who become unavailable to substantially participate in the program (e.g., physical and mental illness, court appearance, disciplinary segregation) for up to 30 days following placement may be suspended from the program through an administrative removal and be evaluated by the multidisciplinary team to determine continued participation. Such an evaluation will occur only if enough time remains on the inmate's sentence for completion of the program upon reinstatement. An extension to the suspension may be made by the functional unit manager, or designee, on a case-by-case basis.
- b. Behavioral Change Program Suspensions (Non-AIP): Behavioral change programs are not designed to provide program suspensions.

3. Treatment and Behavioral Change Program Removals (Non-AIP)

- a. Administrative Removals (Non-AIP): Inmates unable to continue participation in their treatment or behavioral change program due to no fault of their own (medical or mental health reasons, insufficient time left, etc.) may be administratively removed from the program. An administrative removal shall be determined by the Correctional Rehabilitation Manager in collaboration with the contract service provider program manager. The Correctional Rehabilitation Manager shall notify the Education, Training, and Treatment Administrator via email within 24 hours. Administrative removals will not prevent inmates from future participation in treatment or behavioral change programs.

- b. Program Failures (Non-AIP):

(1) Treatment Program Failures:

- (a) Inmates failing to progress in treatment programs shall be considered a program failure. Program failures shall be recommended by the contract service provider program manager to the multidisciplinary team and correctional rehabilitation manager for final approval.
- (b) The contract service provider shall recommend a program failure to the correctional rehabilitation manager or designee for final approval.
- (c) Within 24 hours of approval of the program failure, the contract service provider or Correctional Rehabilitation Manager shall notify the Education, Training, and Treatment Administrator via email.
- (d) Within two business days of the Correctional Rehabilitation Manager's or designee's program failure approval, the contract service provider's program manager shall complete and send a program failure memorandum to the institution correctional rehabilitation manager

(with copies to the Education, Training, and Treatment Administrator and institution counselor) that contains, at a minimum:

- Inmate's name
- Inmate's SID number
- Institution
- Program name
- Inmate's program entry date
- Dates and description of significant events leading to the program failure recommendation
- Name and title of department employee approving the program failure

(e) Inmates who voluntarily exit (sign out) from a non-AIP treatment program after the first seven days of participation shall be considered a program failure for the purposes of outcome data and earned-time eligibility.

## (2) Behavioral Change Program Failures

(a) Inmates failing to progress in behavioral change programs shall be considered a program failure. Program failures shall be recommended by the contract service provider program manager to the institution Correctional Rehabilitation Manager and multidisciplinary team, for approval in accordance with the Correctional Case Management policy [90.1.3](#).

(b) Inmates who voluntarily exit (sign out) from a non-AIP behavioral change program after the first seven days of participation shall be considered a program failure for the purposes of outcome data and earned time eligibility.

## H. Program Failure Notification, Grievances, and Administrative Reviews

### 1. Treatment and Behavioral Change Program Failure Notification to Inmates

- a. AIP Failures: Institution counselors shall provide written notification to inmates upon their removal from an AIP. Institution counselors shall complete the Notice of Program Removal form CD1691 and present notice to the inmate as soon as practicable following the program removal.
- b. Non-AIP Failures: Inmates who receive a program failure from a non-AIP behavioral change or treatment program will be notified in writing. Institution counselors and contract service provider program manager or designee shall complete the program removal notification using CD1690.

2. Grievances for Treatment and Behavioral Change Non-AIP Failures: Inmates may file grievances regarding their failure from a non-AIP treatment or behavioral change program in accordance with the department's rule on **Inmate Communication and Grievance Review System** ([OAR 291-109](#)).

3. Administrative Reviews for AIP Failures: Inmates may request an administrative review of their failure from an AIP by submitting a written request to the Assistant Director of Offender Management and Rehabilitation in accordance with the department's rule on **Alternative Incarceration Programs** ([OAR 291-062](#)).

#### **I. Non-Prison Leave and Short-Term Transitional Leave Failures**

Administrative sanctions and interventions may be imposed on inmates who violate AIP non-prison leave or short-term transitional leave. Administrative sanctions and interventions will be imposed in accordance with the department's rule on **Structured, Intermediate Sanctions** ([OAR 291-058](#)). Additionally, for inmates whose violation of non-prison leave or short-term transitional leave results in their return to prison, a hearing shall be conducted and additional sanctions may occur in accordance with the department's rule on **Prohibited Inmate Conduct and Processing Disciplinary Actions** ([OAR 291-105](#)).

#### **J. Monitoring and Evaluation of Programs**

The Education, Training, and Treatment Administrator shall be responsible to monitor and evaluate program quality, adherence to evidence-based practices, and contractual compliance of the treatment and behavioral change programs.

### **IV. IMPLEMENTATION**

This policy will be adopted immediately without further modification.

Certified: signature on file  
Birdie Worley, Rules Coordinator

Approved: signature on file  
Kim Brockamp, Deputy Director