

 <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>	DAI Policy #: 300.00.11	Page 1 of 19
	Original Effective Date: 11/12/18	New Effective Date: 09/11/24
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Chapter: Chapter 300 Administrative		
Subject: Substance Use Disorder/Earned Release Programs		

POLICY

The Division of Adult Institutions shall monitor, track and document PIOC assignment to, enrollment in and/or refusal of all Substance Use Disorder programs. Furthermore, the Division of Adult Institutions shall develop, administer and establish enrollment suitability for the Wisconsin Substance Abuse Program/Earned Release Program.

REFERENCES

Wisconsin Administrative code Ch. 302 - Inmate Classification, Sentence and Release Provisions

Wisconsin Statutes s. 302.05 – Wisconsin Substance Abuse Program

Wisconsin Statutes s. 973.01 – Bifurcated Sentence of Imprisonment and Extended Supervision

DAI Policy 300.00.11 Attachment A – Substance use Disorder and Earned Release programs

DAI Policy 300.00.25 Attachment A – WICS Program Tracking Status Application

DAI Policy 309.55.01 – Inmate Compensation Plan

DAI Policy 500.70.23 – Dual Diagnosis Referrals

Records Office Procedure (ROP) I-01 – Ensuring Proper Release

Records Office Procedure (ROP) I-02 – Release from Facility

DEFINITIONS, ACRONYMS AND FORMS

BOCM – Bureau of Offender Classification and Movement

CBP – Cognitive Behavioral Program

CIP - Challenge Incarceration Program

COMPAS – Correctional Offender Management Profiling for Alternative Sanctions

CR-265 - Order on Petition for Determination of Eligibility for the Earned Release Program

CQI - Continuous Quality Improvement

DAI – Division of Adult Institutions

DCC – Division of Community Corrections

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DOC – Department of Corrections

DOC-15 – Offender Release Authorization

DOC-1163A – Authorization for Use and Disclosure of Protected Health Information (PHI)

DOC-1479 – Referral for Mental Health Placement

DOC-1479A – Referral for Mental Health Placement – Addendum

DOC-2070A – Records Office Release Information CIP/ERP

DOC-2259 – ERP Amendment to Judgment of Conviction

DOC-2271 – Earned Release Program Memo of Agreement

DOC-2439 – Primary Program Status – Participation/Refusal/Withdraw

DOC-2741 – Substance Use Disorder Program General Termination Removal Summary

DOC-2742 – ERP Termination Removal Summary

DOC-3021E – Substance Use Disorder Treatment Progress Notes

DOC-3474 – Psychologist Minimum Security Placement Recommendation

DOC -3500C – Center Placement Screening

DOC-3741 – Program Behavior Contract

DOC-3742 – Substance Use Disorder Program Low Risk Discharge Summary

DOC-3742A – Substance Use Disorder Program Female Low Risk Discharge Summary

DOC-3743 – Substance Use Disorder Program Moderate High Risk Discharge Summary

DOC 3743A – Substance Use Disorder Program Female Moderate High Risk Discharge Summary

DOC-3745 – Programming Participant Evaluation

DOC-3746 - Programming Participant Evaluation Security

DOC-3750 – AODA Substance Use Disorder Treatment Plan

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DOC-3794 – Informed Consent Substance Use Disorder Treatment

Dual Diagnosis – Program designated by PSU, based on MH2A designation and SUD treatment need.

DSPS - Department of Safety and Professional Services

Earned Release Program (ERP) – Also known as the Wisconsin Substance Abuse Program. An earned release program that provides substance use disorder treatment to PIOC.

ECRB – End of Confinement Review Board

Federal Guidelines 42 CFR Part 2 - Applies to all records relating to the identity, diagnosis, prognosis, or treatment of any patient in a substance abuse program that is conducted, regulated, or directly or indirectly assisted by any department or agency of the United States.

HCR – Health Care Record

HIPAA – Stands for Health Insurance Portability and Accountability Act which is a federal law that sets a national standard to protect medical records and other personal health information.

HSU – Health Services Unit

ICE – U.S. Immigration and Customs Enforcement

IC – Initial Classification

JOC – Judgment of Conviction

LEP – Limited English Proficiency

MICA – Mental Illness and Chemical Abuse (Dual Diagnosis treatment program at OSCI)

MH - Mental Health

OCS – Offender Classification Specialist

OPS – Office of Program Services

OSCI – Oshkosh Correctional Institution

OVSP – Office of Victim Services and Programs

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OWI – Operating While Intoxicated

PIOC – Persons in our Care

Program/Clinical Supervisor – Staff who provide supervision to a SUD program and possess a clinical supervisor license.

PMR – Presumptive Mandatory Release

PSU – Psychological Services Unit

RC – Reclassification

RRS – Risk Reduction Sentence

SOT – Sex Offender Treatment

SOT-CPO – Sex Offender Treatment–Child Pornography Only

SPE – Special Purpose Evaluation

Special Placement Need (SPN) - A special placement concern that has been investigated, evaluated and documented as supporting certain needs.

STRENGTH – Dual Diagnosis treatment program at TCI.

SUD – Substance Use Disorder

SUD Professional – Staff who possess certification in substance abuse counseling.

Summative GRRS – Summative General Recidivism Risk Scale.

TCI – Taycheedah Correctional Institution

Treatment Team – SUD Social Worker/Treatment Specialist, Program/Clinical Supervisor, Security Staff

Truth in Sentencing (TIS) – Bifurcated sentence to imprisonment in the Wisconsin state prisons for a felony committed on or after December 31, 1999; or a misdemeanor committed on or after February 1, 2003.

WICS – Wisconsin Integrated Corrections System

PROCEDURE

I. DAI SUD Programs Level of Care

A. PIOC identified with a need for SUD shall have one of the following needs assigned:

SUD LEVEL	Program/Intervention Dosage
SUD-1	Case Plan Intervention - No structured group
SUD-2	SUD – 0 to 99 hours
SUD-3	SUD/CBP – 100 to 150 hours
SUD-4	SUD/CBP and ancillary – 200 to 250 hours
Dual Diagnosis	SUD/CBP/Mental Health/Ancillary

B. SUD programs are not considered an ERP unless approved by OPS. PIOC requires both eligibility and suitability for ERP/CIP to be placed into an earned release program.

C. SUD programs at medium security facilities shall reserve a number of available program placements for ERP eligible and suitable PIOC.

D. DAI shall prioritize program placement of ERP eligible and suitable PIOC at minimum facilities and within the Wisconsin Correctional Center System.

E. DAI SUD programs shall only use evidence-based curriculums approved by OPS.

F. All SUD/ERP/CIP participants shall receive the proper range of dosage hours for their SUD need assignment to complete the program.

G. Program length may vary by facility depending on staff resources, program space and program dosage.

H. PIOC with mental health needs may address their SUD/ERP need at a minimum-security facility with PSU clearance.

II. Initial Assignment of SUD Program at IC and RC

A. When a SUD professional is available and assigned to complete SUD assessments, PIOC shall be assessed at IC using an evidence-based diagnostic SUD assessment.

- B. The SUD assessment shall be administered, scored and interpreted by a SUD professional per DSPS standards.
- C. Program need by risk level shall be communicated with BOCM. Diagnostic information shall not be documented in PIOC classification reports.
- D. When a diagnostic SUD assessment is used, program assignment shall be determined utilizing the following graph:

SUD Diagnostic Results	COMPAS Risk Level		
	Low Risk	Medium Risk	High Risk
No Diagnosis	No Treatment	No Treatment	No Treatment
Mild SUD	No Treatment	SUD-3	SUD-4
Moderate SUD	SUD-1, SUD-2*	SUD-3	SUD-4
Severe SUD	SUD-1, SUD-2*	SUD-3	SUD-4

*Refer to II.G

- E. In the event a designated and credentialed SUD professional is unavailable and/or not assigned to complete initial SUD assessments, the SUD program assignment shall be made using relevant results of the COMPAS Risk/Needs assessment and available file information.
- F. When a SUD assignment is identified by COMPAS, BOCM shall assign SUD programming using the following graph:

COMPAS SUD Need Scales	COMPAS Risk Level		
	Low Risk	Medium Risk	High Risk
Unlikely	No Treatment	No Treatment	No Treatment
Probable	SUD-1, SUD-2*	SUD-3	SUD-4
Highly Probable	SUD-1, SUD-2*	SUD-3	SUD-4

*Refer to II.G

- G. PIOC who have a low COMPAS Risk Level Recommendation or Summative GRRS may be assigned a SUD-2 at IC/RC under the following circumstances:
 1. Multiple (3+) OWI Offenses.
 2. RRS.
 3. PMR.
 4. Parole Consideration.
 5. ERP.
 6. CIP.

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III. Reassessment of a SUD Assignment at Reclassification (RC)

- A. Subsequent to the initial assignment of a SUD need, BOCM may request a review of a designated SUD assignment by a SUD professional due to new information or a change related to PIOC substance use.
 - 1. A review of a SUD need shall involve a file review of documentation by a SUD professional and the following may occur:
 - a. A program assignment recommendation may be made to BOCM according to the program assignment chart in II.D.
 - b. A non-program assignment recommendation may be made to BOCM according to the program assignment chart in II.D.
 - c. A SUD assessment may be facilitated.
 - 2. If a SUD assessment is facilitated, the SUD professional shall provide a program assignment recommendation (or non-program assignment recommendation) to BOCM, based upon the assessment results, according to the program assignment chart in II.D.
 - a. The SUD professional shall document the program recommendations provided to BOCM in the HCR.
 - b. If a SUD assessment is facilitated, results of the assessment shall be documented in the HCR and the assessment shall be scanned into the HCR.
 - 3. The SUD professional shall inform PIOC of the diagnostic results of any SUD assessment completed and/or reason for program designation.
- B. BOCM staff or the SUD professional shall update the SUD program tracking status to reflect the recommended program need assignment (or non-assignment) in WICS.

IV. Earned Release Program Eligibility

- A. WICS is the primary data system for tracking, monitoring and documenting PIOC ERP status and participation.
- B. BOCM shall apply the WICS tracking statuses according to DAI 300.00.25 Attachment A when determining eligibility and suitability.
- C. Eligibility is determined by statute and judicial recommendation. Statutory eligibility is based on the following criteria established in Wisconsin Statutes s. 302.05:
 - 1. Is not serving time for a statutorily excluded offense:
 - a. Chapter 940 Crimes Against Life or Bodily Security.
 - b. Chapter 948 Crimes Against Children include only: 948.02, 948.025, 948.03, 948.05, 948.051, 948.055, 948.06, 948.07, 948.075, 948.08, 948.085, 948.095.
 - 2. A court determination of eligibility on one of the following:
 - a. JOC, if sentenced to a bifurcated sentence.

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- b. CR-265.
 - 3. A substance use disorder has been identified.
 - 4. Completion of the mandatory minimum confinement by the end of the program.
 - 5. Completion of court imposed conditional time to serve per the JOC prior to program enrollment. When determining time served the following applies:
 - a. The date sentence began is obtained from PIOC legal file. When determining time served, DOC includes jail credit, unless otherwise specified by the court.
 - b. When PIOC has consecutive sentences and conditional time to serve, the time served begins when the confinement time starts on the eligible case.
- D. PIOC shall be eligible on all cases for which they are confined for at the time of enrollment.
- 1. Cases are defined as active until the end of confinement time for each count/case separately. When PIOC reach the end of-confinement on a non-eligible case, PIOC may be eligible on the subsequent case(s).
 - 2. PIOC with a non-bifurcated (New Law) sentence not exceeding 12 months, running consecutive/concurrent to a bi-furcated (TIS) sentence, are not excluded from ERP. The non-bifurcated sentence may not be for a statutorily excluded offense.
 - 3. Dismissed and read in cases for excluded offenses do not prohibit enrollment.

V. Earned Release Program Suitability

- A. Suitability for program enrollment is discretionary and shall be determined by the DOC.
- B. IC and RC shall review court determined eligibility and assess suitability at every classification staffing/hearing.
- C. Case planning shall consider PIOC date of suitability. Recall dates shall be utilized for case planning and established to coincide with the timeframe for review of ERP.
- D. The totality of PIOC needs shall be considered when reviewing eligibility and suitability. PIOC with a moderate or high COMPAS Risk Level Recommendation or Summative GRRS recommendation may address more than one primary program need through SUD Programs. Therefore, programming needs for Anger Management, Cognitive Behavioral Program and Domestic Violence do not require completion prior to enrollment in ERP/CIP and can be met during participation in ERP.
- E. PIOC shall be considered for ERP enrollment if the following criteria is met:

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1. Have a maximum of 48 months to adjusted release date
2. Have a minimum time to adjusted release:
 - a. Eight months for the high/medium program.
 - b. Six months for the low program.
 - c. Twelve months for MICA program.
 - d. Nine months for STRENGTH program
3. Are classified as minimum community, minimum or medium custody.
4. PIOC classified as medium custody at the time of program enrollment shall be considered for enrollment unless the following is applicable:
 - a. Have received a major conduct report that has been referred to reclassification by the due process committee and is pending a review of custody.
 - b. Have received a major conduct report disposition within 6 months of the program start date for:
 - i. Any offenses under Subchapter II of DOC 303-Offenses Against Bodily Security.
 - ii. Any offenses under Subchapter III of DOC 303-Offenses Against Institutional Security.
 - iii. Behaviors which present a risk to others or could present a danger to the community.
 - c. Six months is calculated from the conduct report disposition date.
5. Have completed programming for an assigned SOT-CPO, SOT-2, or SOT-4 need.
 - a. PIOC eligible and suitable for ERP/CIP shall be considered by program providers when prioritizing individuals for group enrollment into SOT-CPO, SOT-2 and SOT-4.
 - b. PIOC assigned SOT-CPO, SOT-2 and SOT-4 shall be considered by BOCM for transfer to a facility to address the SOT need, if not available on-site, prior to ERP suitability as resources allow.
 - c. BOCM staff shall refer PIOC who appear eligible and suitable for ERP upon completion of SOT to the on-site program providers for enrollment consideration. Advise the program providers of the following:
 - i. First date of eligibility/suitability for ERP.
 - ii. Level of Sex Offender Program need.
 - iii. Date of release.
6. Have completed the ECRB and SPE processes.
7. Have completed a COMPAS assessment.
 - a. PIOC may enroll in ERP regardless of their Summative GRRS recommendation.
 - b. Program and site placement shall consider PIOC Summative GRRS recommendation based on the most recent completed assessment and mental health needs.
 - c. Low risk PIOC who have eligibility for both CIP and ERP shall participate in ERP.

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8. Have resolved legal matters impacting program involvement.
 - a. All Wisconsin pending felony charges shall be resolved prior to enrollment as the case may impact eligibility and/or suitability for ERP. Resolution can include a Deferred Prosecution Agreement.
 - b. BOCM shall review legal issues such as appeals, custody disputes, civil cases or paternity matters to ensure they will not impact PIOC availability to be present for the program and/or interfere with PIOC ability to accept treatment for criminal convictions and behaviors.
 - c. Pending misdemeanor cases shall be reviewed on a case by case basis; however, pending cases that may impact program eligibility and/or suitability shall be resolved prior to program enrollment. Pending cases that may impact program eligibility and/or suitability include:
 - i. Cases with the potential to receive a bifurcated prison sentence.
 - ii. Cases where the potential confinement time may exceed the timeframe for suitability.
 - iii. Cases pending for a statutorily excluded offense.
 - d. In most instances, an active detainer, pending out of state legal matters, and/or cost commitment shall not exclude PIOC from program enrollment or continued ERP placement. A BOCM Sector Chief shall be consulted under circumstances where a detainer may prevent program enrollment.
 - e. Release from DAI is expected upon completion.
 - f. Investigations for pending felonies, confirmed by the District Attorney or other jurisdiction, shall be resolved prior to enrollment in ERP.

VI. ERP Enrollment Process for Eligible and Suitable PIOC

- A. Tentative ERP reservations shall be obtained through the designated BOCM staff.
- B. A recommendation for enrollment into a SUD/ERP program for PIOC who are eligible and suitable for ERP occurs at an IC staffing or RC hearing. At the staffing/hearing the custody level and facility placement necessary to allow ERP enrollment shall be considered.
- C. The OCS shall ensure PSU clearance occurs prior to a recommendation for program enrollment when applicable. When mental health needs exist, BOCM staff shall request completion of the DOC-3474 by PSU for placement at minimum security sites.
 1. If PIOC meets the suitability criteria, has a dual diagnosis need and it has been determined they cannot successfully complete a traditional SUD program, a referral shall be made to MICA (male) or STRENGTH (female) per DAI Policy 500.70.23.
 2. PSU staff shall complete a DOC-1479 or DOC-1479A.

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- D. BOCM shall review the legal file to confirm ERP eligibility prior to a request for a program reservation and to ensure all court ordered conditions and mandatory minimums are met.
1. Consultation may occur with Records Office staff for interpretation of sentences as necessary.
 2. If found both eligible and suitable, BOCM may request a tentative bed date/reservation for program enrollment from the designated BOCM staff.
 3. When requesting a bed date to the designated BOCM staff, provide the following information:
 - a. Name.
 - b. DOC Number.
 - c. Eligibility Date; indicate if a mandatory minimum or a court-imposed time applies.
 - d. COMPAS Risk Level Recommendation or Summative GRRS.
 - e. SUD Level.
 - f. Anticipated custody at time of enrollment.
 - g. PSU/HSU restrictions if applicable.
 - h. DOC 3500C results, if available.
 - i. Adjusted release date.
 - j. Any other pertinent information (e.g. SPN, ICE detainer).
 - k. LEP.
- E. If PIOC agree to participation, PIOC shall review the DOC-2271. PIOC Classification Report shall include documentation regarding PIOC review of the DOC-2271 and the tentative ERP reservation/projected start date. Upon program enrollment, the program provider shall have PIOC sign the DOC-2271.
- F. IC or RC shall establish recall dates that coincide with bed management needs, reservation dates and/or eligibility dates for ERP. Recall dates shall allow for sufficient time to complete the classification process and transfer.
- G. Designated BOCM staff shall monitor PIOC requiring transfer for ERP and coordinate movement with the BOCM Transportation Coordinator.
- H. Enrollment in an ERP shall not exclude PIOC from pursuing other early release mechanisms.
- I. Program Providers shall review PIOC institution adjustment two weeks prior to the program start date to determine if they are suitable for enrollment, based on the suitability criteria.
1. SUD Professional shall meet with PIOC to review and discuss DOC-3794. PIOC and SUD Professional shall sign the form.

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- a. PIOC decision to participate in program or refuse program shall also be documented on the DOC-2439.
- b. These forms shall be scanned into the HCR.
2. If enrollment does not occur, the program provider shall contact the designated BOCM staff and on-site OCS.
3. The on-site OCS shall review the case plan and take action as appropriate.
- J. At the time of enrollment, the Records Office shall begin the release check process by completing the DOC-2070A to confirm PIOC:
 1. Are not serving time for a statutorily excluded offense listed in Section IV.
 2. Have a court determination of eligibility.
 3. Have completed the conditions imposed by the court regarding mandatory time to serve.
 4. Have completed service of the mandatory minimum upon completion.
 5. Any identified discrepancies related to enrollment shall be directed to the designated BOCM Sector Chief/designee.

VII. SUD Program Enrollment Process

- A. Designated staff shall utilize the WICS Program Status Search to establish a list of potential PIOC to be considered for enrollment into a SUD program.
- B. Program enrollment is based upon Risk, Need and Responsivity principles in combination with the review of several factors including, but not limited to:
 1. COMPAS Risk Level Recommendation or Summative GRRS; priority given to high and moderate risk PIOC.
 2. Program resources.
 3. Case dynamics.
 4. Adjusted release date.
 5. Amenability and motivation to programming.
 6. Professional Judgement.
 7. Aggravating/Mitigating Factors.
 8. Parole eligibility and/or endorsement.
 9. ERP eligibility and suitability.
- C. The SUD professional shall inform PIOC of the following:
 1. Program start and end date.
 2. Content and structure.
 3. Performance expectations.
 4. Behavior expectations.
 5. SUD professional shall review and discuss the DOC-3794 with PIOC.
PIOC and SUD professional shall sign the form and scan into the HCR.
- D. PIOC shall make an informed decision regarding program participation at the time of the interview. PIOC may:

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1. Agree to participate. The SUD professional shall enroll PIOC into programming and indicate the program enrollment in WICS.
 2. Refuse to participate. The SUD professional shall inform PIOC that refusal to participate may:
 - a. Negate participation during this period of incarceration.
 - b. Decrease the priority for future enrollment.
 - c. Impact site placement and/or custody level.
 - d. Impact facility work assignment and/or pay status.
- E. PIOC decision shall be documented on the DOC-2439, and the DOC-2439 shall be scanned into the HCR.
- F. The SUD professional shall document on DOC-2439 PIOC refusal to attend interview and/or refusal to sign form, and the DOC-2439 shall be scanned into the HCR.
- G. Program provider shall sign and date the form, documenting relevant information regarding the decision or interview.
- H. The program status and reason for refusal shall be documented in WICS. Use of comments section with an explanation is required.

VIII. SUD/ERP Program Participation and Documentation

- A. All SUD program documentation shall adhere to HIPAA & federal guidelines (42 CFR Part 2).
- B. SUD program documentation shall occur in the HCR and all paper forms completed shall be scanned into the HCR.
- C. Assessment results shall be documented in the HCR on the SUD Progress Note.
- D. SUD program facilitator shall create a treatment plan utilizing a DOC-3750 within the first 2 weeks of programming and this shall be scanned into the HCR.
- E. SUD program facilitator shall meet individually with program participant to discuss progress, review treatment plan action steps/interventions, and to update the treatment plan as needed.
- F. Program participation shall be documented at least weekly in the HCR on the SUD Progress Note.

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- G. Midway through the program PIOC shall be evaluated by the SUD program provider utilizing the Program Participant Evaluation in the HCR.
 - 1. Facilities shall designate a security representative to complete the DOC-3746.
 - 2. The DOC-3746 shall be scanned into the HCR and results shall be documented in the HCR on the SUD Progress Note.

- H. If PIOC presents with responsivity factors or barriers that need to be addressed in order to successfully complete the program, a DOC-3741 or an updated DOC-3750 shall be considered. If a DOC-3741 is utilized or the DOC-3750 is updated, these documents shall be scanned into the HCR.

- I. Prior to the end of program, a finalized DOC-3750 shall be completed and scanned into the HCR.

- J. Two weeks prior to the end of program, PIOC shall be evaluated by the SUD program provider utilizing the Program Participant Evaluation in the HCR.
 - 1. Facilities shall designate a security representative to complete the DOC-3746.
 - 2. The DOC-3746 shall be scanned into the HCR and results shall be documented in the HCR on the SUD Progress Note.

- K. At the end of programming, a summary of PIOC program participation and progress shall be documented on a SUD Discharge Summary in the HCR within 10 working days.

- L. DOC-1163A is required for the release of any SUD treatment documentation outside of the treatment program. If a DOC-1163A is completed, it shall be scanned into the HCR.

IX. ERP Program Refusal

- A. PIOC who are offered and refuse ERP at IC shall remain on the waitlist and shall be reviewed for program enrollment in the future.

- B. After IC when an ERP eligible PIOC is offered enrollment and refuses participation, either at the time of the RC review or subsequent to the review, the OCS shall refer the case to PIOC assigned Social Worker and/or SUD professional for completion of the DOC-2439, and the DOC-2439 shall be scanned into the HCR.

- C. The Social Worker or SUD professional shall update WICS to reflect PIOC have refused the applicable ERP and/or SUD program. Use of comments section with an explanation is expected.

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X. SUD/ERP Program Withdrawal

- A. When PIOC request to withdraw from a program, the SUD professional shall meet with PIOC to discuss the reasons for the request.
- B. PIOC requests to withdraw shall not be honored for at least a 24-hour period to afford PIOC an opportunity to reconsider the decision.
- C. If PIOC choose to continue with the program, the SUD professional shall meet with PIOC to assess motivation and the willingness to continue participation.
- D. After the 24-hour time period, if PIOC withdraw from the program, PIOC shall sign the DOC-2439. If PIOC refuse to sign the DOC-2439, the SUD professional shall document the refusal in WICS, and the DOC-2439 shall be scanned into the HCR.
- E. Status and reason for withdrawal shall be entered into WICS by the SUD professional. Use of comments section with an explanation is expected.
- F. If PIOC withdraw from program after already being enrolled in program, a SUD Termination Summary shall be documented in the HCR for non-ERP participants or a DOC-2742 for ERP participants shall be completed. The DOC-2742 shall be scanned into the HCR.

XI. SUD/ERP Program Termination

- A. When the SUD professional determines termination is necessary, a recommendation shall be made to the Program/Clinical Supervisor.
- B. The Program/Clinical Supervisor shall schedule a meeting with the program facilitator to discuss treatment interventions and the program facilitator's recommendation.
- C. The Program/Clinical Supervisor shall make a final decision regarding termination. If termination is not approved, a behavior contract may be created by the SUD professional in collaboration with PIOC and Clinical Supervisor.
- D. The Program/Clinical Supervisor shall meet with PIOC to provide the reasons for the decision.
- E. A SUD Termination Summary shall be documented in the HCR for non-ERP participants or DOC-2742 for ERP participants shall be completed within 10 working days from the date of termination. The DOC-2742 shall be scanned into the HCR.

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- F. The applicable program status shall be documented in WICS within three days of the status change by the SUD professional.
- G. When the decision is made to terminate PIOC, the treatment team shall notify PIOC of the termination. PIOC shall be provided a copy of the SUD Termination Summary or DOC-2742.
- H. The DOC-2742 shall be:
 - 1. Submitted to the Warden/designee for determination of a referral to BOCM as necessary for review of custody and placement.
 - 2. Scanned into the HCR.
 - 3. When requested, forwarded to the BOCM OCS for use in determining custody, program and placement.
 - a. A signed DOC-1163A is necessary for release to BOCM.
 - b. If PIOC refuse to sign a DOC-1163A, the reclassification committee shall make a recommendation regarding custody, programs and placement with the information available.

XII. Reconsideration for Program Enrollment SUD/ERP

- A. If PIOC would like to be reconsidered for program enrollment after they have refused, withdrawn or terminated, a written request shall be submitted to the assigned Social Worker requesting to be considered for program enrollment. If PIOC are ERP eligible, the assigned Social Worker shall consult with BOCM.
- B. Program/Clinical Supervisor shall review DOC-2439 and available discharge information for comments made regarding PIOC refusal, withdrawal or termination.
- C. The Program/Clinical Supervisor may reconsider PIOC for program enrollment based on the following criteria:
 - 1. COMPAS Risk Level Recommendation or Summative GRRS; priority given to high and moderate risk PIOC.
 - 2. Program resources.
 - 3. Case dynamics.
 - 4. Adjusted release date.
 - 5. Amenability and motivation to programming.
 - 6. Professional judgment.
 - 7. Aggravating/mitigating factors.
 - 8. Parole eligibility and/or endorsements.
 - 9. ERP eligibility and suitability.
- D. If program enrollment is being reconsidered PIOC shall be placed on the waitlist in WICS with an explanation or special circumstances considered in making the determination.

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XIII. Completion of SUD/ERP Programs

- A. Completion of SUD/ERP shall be determined by program evaluations and program provider evaluation of PIOC progress. All completions shall be reviewed by the Program/Clinical Supervisor. For PIOC who have ERP eligibility, completion shall be forwarded to the Warden/designee.
- B. WICS program tracking and sub-statuses shall be updated to reflect program status changes within three business days upon completion of the program per Attachment A by the SUD professional.
- C. Program staff shall complete the applicable SUD Discharge Summary in the HCR within 10 working days of PIOC completion of the program.

XIV. Completion Documentation for ERP Eligible PIOC

- A. For PIOC who complete a SUD program and are ERP eligible, a letter signed by the Warden/designee and the DOC-2259 shall be submitted to the Sentencing Court, District Attorney and Defense Attorney for PIOC serving a bifurcated sentence that will not reach extended supervision prior to program completion.
- B. A letter shall be submitted to the Parole Commission for PIOC serving a non-bifurcated sentence, which will not reach mandatory release before program completion.
- C. Records Office staff shall monitor and ensure receipt of parole grant, if applicable. If no DOC-2259 is requested, PIOC shall be released on parole grant no later than 30 days after executive date in order.
- D. Upon receipt from the court of a DOC-2259, release shall occur per ROP I-01 and ROP I-02.
- E. DAI shall receive release documents including, but not limited to, the DOC-15 from DCC Agent.
- F. All releases shall be expedited upon receipt of the court order modifying PIOC bifurcated sentence and shall occur no later than six working days.

XV. Extension and Re-phasing of SUD/ERP

- A. The treatment team may recommend extension or re-phasing of the treatment program, dependent on the site and resources, when responsivity factors or other barriers are present and interfere with successful completion of the program.
- B. A Program/Clinical Supervisor shall make the decision regarding approval of a treatment extension based upon referral from the treatment team. PIOC may be extended for the following reasons:

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1. They have missed the program for an approved reason.
 2. To allow for increased skill practice when PIOC is struggling with program concepts.
 3. They have demonstrated behaviors contrary to the mission and purpose of the program.
- C. At the time of extension or re-phase, the SUD program facilitator shall email the records office and the DOC OVSP Admin mailbox identifying PIOC who was extended or re-phased, along with their prior and new projected completion dates.
- D. The SUD program facilitator shall also update the WICS ERP Target Out Date to reflect the new projected completion date.

XVI. Quality Assurance Standards

- A. SUD/ERP treatment programs shall maintain an approved, standardized curriculum manual.
- B. Program/Clinical Supervisors shall be trained in the use of the CQI Group Facilitator Evaluation Form.
- C. Program/Clinical Supervisors shall ensure a process of regular observation and documentation of the quality of service delivery by using the CQI Group Facilitator Evaluation Form.
- D. Program providers shall be observed and evaluated during group facilitation a minimum of twice per year. At least one of these observations shall be completed by the direct supervisor.
- E. Program/Clinical Supervisors may opt to send program facilitators to formal training in the use of the CQI tool and may implement peer-based observation using the CQI Group Facilitator Evaluation Form.
- F. All copies of the CQI Group Facilitator Evaluation Form shall be maintained by OPS for data retention and collection.
 1. Staff names shall not be disclosed on the form when being sent to OPS.
 2. Forms shall be sent to DOC DL DAI CQI Evaluations mailbox.
- G. Program/Clinical Supervisors shall regularly review documentation for quality and timeliness.

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Name		
Original Effective Date:	DAI Policy Number:	Page 19 of 19
New Effective Date: 00/00/00	Supersedes Number:	Dated:
Chapter: 300 Administrative		
Subject: Substance Use Disorder/Earned Release Programs		
Will Implement <input type="checkbox"/> As written <input type="checkbox"/> With below procedures for facility implementation		
Warden's/Center Superintendent's Approval:		

REFERENCES

DEFINITIONS, ACRONYMS AND FORMS

FACILITY PROCEDURE

I.

A.

B.

1.

2.

a.

b.

c.

3.

C.

II.

III.

RESPONSIBILITY

I. Staff

II. PIOC

III. Other