

DAI Policy 300.00.12 Earned Release Programs
Attachment A – Challenge Incarceration Program (CIP) and Earned Release Program (ERP)
WICS Program Tracking Status Definitions

Effective: 03/08/16

This document defines the tracking status and sub-statuses for CIP and ERP in the Wisconsin Integrated Corrections System (WICS) to ensure consistent and meaningful application.

Selecting a tracking status and sub-status:

1. The tracking status and sub-status are assigned based on the most accurate status the date of the classification review unless consecutive cases exclude CIP/ERP enrollment for the duration of the confinement.
2. The tracking status and sub-status shall be clearly explained in the Inmate Classification Report per DAI Inmate Classification Report Documentation Standards.

STEP 1: DETERMINE LEGAL ELIGIBILITY

Status/Sub-Status to be used <i>Prior to Inmate Enrollment</i> into CIP/ERP				
TRACKING STATUS	SUB-STATUS	DATA ENTRY BY		DEFINITION
		BOCM	PROGRAM STAFF	
NOT LEGALLY ELIGIBLE	EXCLUDED OFFENSE	X		Apply if the inmate is currently serving an adult prison term for: <ul style="list-style-type: none"> • Ch. 940 – Crimes Against Life or Bodily Security • Ch. 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
	JOC DENIES	X		Apply when a current JOC, CR 265 or CR 234 denies participation. When confinement time ends on the “JOC denies” case the inmate may be eligible provided all other cases are eligible.
	JOC SILENT	X		Apply only to inmates serving a bifurcated sentence (TIS 1 & TIS 2) and the JOC, CR 265 CR-265 or CR-234 is silent regarding eligibility. The distinguishing factor is whether the sentence is bifurcated, not whether the case is a felony or misdemeanor. All bifurcated sentences must have a statement regarding eligibility. When confinement time ends on a “JOC silent” case the inmate may be eligible provided all other cases are eligible.

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		BOCM	PROGRAM STAFF	
<u>NOT LEGALLY ELIGIBLE</u>	AGE RESTRICTION	X		<p>CIP: Age is contrary to statute.</p> <p>Inmates sentenced <u>on or after July 26, 2003</u> must be under age 40 on the date of admission.</p> <p>Inmates sentenced <u>prior to July 26, 2003</u> must be under the age of 30 on the date of admission.</p> <p>ERP: No age restriction</p>
	NO AODA TREATMENT	X		Inmate does not have an AODA treatment need identified by DAI Staff.

STEP 2: DETERMINE SUITABILITY

TRACKING STATUS	SUB-STATUS	DATA ENTRY BY		DEFINITION
		BOCM	PROGRAM STAFF	
<p><u>WAIT LIST</u></p> <p>WICS allows up to <u>5</u> sub-statuses. Identify <u>all</u> that apply.</p>	CLINICAL CONTRAINDICATION	X		Inmate presents clinical symptoms or has not been cleared by PSU preventing enrollment at this time.
	CUSTODY CONTRAINDICATION	X		Not classified for placement in minimum or minimum community custody.

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		BOCM	PROGRAM STAFF	
<u>WAIT LIST</u> (Continued)	CIP POTENTIAL	X		<p>1. Apply to programs such as AODA Treatment/CGIP/Anger Management when an inmate is CIP/ERP eligible and it is suspected the inmate will be suitable for CIP/ERP and meet the assigned need in CIP/ERP. This alerts program providers in efforts to avoid duplication of services.</p> <p>2. Inmate is serving a New Law or non-bifurcated sentence for a statutorily eligible offense and the JOC does not make a determination regarding CIP/ERP.</p> <p>Inmates sentenced for crimes committed on or before 12/30/99 (New Law) or a non-bifurcated sentence the DOC determines eligibility.</p> <p>CIP: DOC has found inmates serving New Law sentences <u>are</u> suitable for enrollment. These placements require supervisory approval.</p> <p>ERP: DOC has determined inmates serving felony New Law sentences are <u>not</u> suitable for enrollment.</p>
	ERP POTENTIAL			
	HEALTH CONTRAINDICATION	X		Inmate presents physical symptoms and/or has not been cleared by HSU preventing enrollment at this time.
	INSUFFICIENT READING LEVEL	X		<p>This code is an identifier only - indicates inmate may be in need of Literacy services or other accommodations. Identifies inmate has a literacy barrier. This sub-status itself does not preclude and inmate from program enrollment, RATHER, is intended to be informational to a program provider. Often this may be one of several sub-statuses identified.</p> <p>CIP: Can accommodate inmates with a 5th grade reading level or above. No SPED.</p> <p>ERP: No reading level requirement. This tracking status is not used for ERP. SPED reviewed on a case by case basis.</p>
	TIMEFRAME PREMATURE	X		Based on DOC suitability criteria or Court imposed mandatory time to serve the inmate is premature for program enrollment.

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		<u>BOCM</u>	<u>PROGRAM STAFF</u>	
<u>WAIT LIST</u> (Continued)	PENDING CHARGES	X		Inmate has pending charges or legal matters preventing enrollment.
	UNMET PROGRAM PRE-REQUISITES	X		A program has required expectations or prerequisites the inmate has not met prior to enrollment.
	TIME REMAINING INSUFFICIENT	X		Time to release prevents enrollment and completion of program based upon available DAI resources.
	MORE APPROPRIATE FOR ALTERNATE PROGRAM	X		<ol style="list-style-type: none"> 1. Applied to an inmate who is eligible/suitable for both CIP and ERP and has been placed on the wait list/reservation list for one of the programs. The ERP/CIP program that is not selected will have this sub status. 2. <u>INMATES WITH PRIOR PROGRAM COMPLETION</u>: Select if the inmate is not suitable because he/she completed an earned release program during a prior incarceration and is incarcerated <u>without a new sentence</u>. 3. Inmate is RRS and eligible for both ERP/CIP. RRS has been selected as the earned release track.
	PRIOR PROGRAM PARTICIPANT	COMPUTER GENERATED from External Movements entry <i>Occurs when inmate is enrolled and then <u>transferred to another DAI site</u>. Code may be manually added to indicate the inmate is being placed on the Wait List, but also has had previous program participation.</i>		
	LANGUAGE BARRIER	X		<u>This code is an identifier only</u> - Indicates inmate may be in need of LEP services or other accommodation. Identifies that an inmate has a language/communication barrier (other than English language). This sub-status by itself does not preclude an inmate from program enrollment, RATHER, is intended to be informational to a program provider. Often this may be one of several sub-statuses identified. (Note: if this code is used for one program need it should be applied to all identified program needs.)

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		BOCM	PROGRAM STAFF	
<u>RESERVATION LIST</u>	NONE	X	X	A tentative program start date has been obtained/reserved in the future. Inmates will be placed on the reservation list for all programs that will be addressed as a result of completion of ERP or CIP.
<u>REJECTED BY PROGRAM</u>	Inappropriate Referral		X	Prior to Program Enrollment Appropriate use: <ul style="list-style-type: none"> • Inmate is found to be more appropriate for a different need or program (does not meet the need or program requisites). Expected that the other need or program be added and inmate placed on Wait List; OR, • Previously assigned need is no longer appropriate – this action terminates the “need”. • Use of comments section explaining is expected.
	Inmate Refused		X	Prior to program enrollment program staff remove inmate from the Wait List. <ul style="list-style-type: none"> • Inmate verbalized, or gave other intention not to participate in the program. • Use of comments section explaining is expected. • Complete DOC-2439 form.
	Lack of Motivation		X	Program Staff remove inmate from Wait List <ul style="list-style-type: none"> • Inmate demonstrates that he/she may not commit to full participation. • Use of comments section explaining is expected.

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TRACKING STATUS	SUB-STATUS	DATA ENTRY BY		DEFINITION
		BOCM	Program Staff	
Completed	Good <i>(Not Recommended to use)</i>		X	Status: Inmate has successfully “completed” the program in accordance with DOC criteria – entry must be timely. Sub-statuses are NOT RECOMMENDED TO USE – too subjective (Future vision is that once competency based programs are developed, then this area may be re-defined and used.)
	Fair <i>(Not Recommended to use)</i>		X	
	Poor <i>(Not Recommended to use)</i>		X	
Completed – Aftercare Recommended	Good <i>(Not Recommended to use)</i>		X	Status: Inmate has successfully “completed” the program in accordance with DOC criteria, with aftercare services recommended. Entry must be timely. Sub-statuses are NOT RECOMMENDED TO USE – too subjective (Future vision is that once competency based programs are developed, then this area may be re-defined and used.)
	Fair <i>(Not Recommended to use)</i>		X	
	Poor <i>(Not Recommended to use)</i>		X	
Enrolled		X	X	Inmate has begun a program.
Terminated – No Fault	Health Contraindication	X	X	Inmate has physical or mental health condition preventing program participation/completion. <ul style="list-style-type: none"> Use of comments section explaining is expected.
	Inappropriate Placement		X	Inmate currently enrolled in the Program: <ul style="list-style-type: none"> Inmate is found to be more appropriate for a <u>different</u> need or program (Does not meet the need or program requisites). Expected that the other need or program be added and inmate placed on Wait List; <u>OR</u>, If an alternate program is <u>not</u> available in DAI, update status as “To Be Met in Community”, OR, Previously assigned need is no longer appropriate – this action terminates the “need”. <ul style="list-style-type: none"> Use of comments section explaining is expected.
	Program Discontinued	X	X	<ul style="list-style-type: none"> The program is no longer offered, either DAI-wide OR at this site at this time. If the need for the inmate remains, next entry in Program Tracking is to be placed on “Wait List”. Use of comments section explaining is expected.

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		BOCM	Program Staff	
Terminated – No Fault (Continued)	Released Without Program Completion	COMPUTER GENERATED from External Movements entry <i>Occurs when inmate is Released from DAI – Prison</i>		
	Transferred Without Program Completion	COMPUTER GENERATED from External Movements entry <i>Occurs when inmate is enrolled and then transferred to another non DAI jurisdiction (ICC/IGA). This may not be the inmates cause, and should be considered to be placed back on Wait List etc.</i>		
Terminated - Staff	Chemical Use <i>(DO NOT USE)</i>		X	<u>Do Not Use this sub-status</u> <ul style="list-style-type: none"> Use "Disciplinary" Sub-status, and should identify Chemical Use in the comments section.
	Disciplinary		X	Inmate received a DOC Conduct Report that prevents completion of the current program.
	Escape	COMPUTER GENERATED from External Movements entry <i>Inmate has left DAI grounds without authorization, preventing completion of the current program</i>		
	Inadequate Performance		X	<ul style="list-style-type: none"> Inmate is not meeting program expectations, preventing completion of the current program Use of comments section explaining is expected.
Withdrew	Against Staff Advice		X	INMATE INITIATED <i>Inmate decides to "Drop-out" of the program after enrollment.</i> <ul style="list-style-type: none"> Complete DOC-2439.
	Job Change <i>(DO NOT USE)</i>		X	DO NOT USE - Obsolete