

 <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>	DAI Policy #: 300.00.24	Page 1 of 4
	Original Effective Date: 05/18/09	New Effective Date: 05/18/09
	Supersedes: NA	Dated: NA
	Administrator's Approval: William J. Grosshans, Administrator	
Required Posting or Restricted:		
<input checked="" type="checkbox"/> Inmate <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
Chapter: 300 Administrative		
Subject: Program Notification/Approval		

POLICY

The Division of Adult Institutions will assign responsibility for processes associated with approving, modifying and tracking inmate programs.

REFERENCES**DEFINITIONS, ACRONYMS, AND FORMS**

AM – Anger Management

CDT – Cross Divisional Team(s)

DAI – Division of Adult Institutions

DOC – Department of Corrections

DOC-2438 - DAI Program Notification Form

DOC-2440 - Program Abstract

DV – Domestic Violence

HSU – Health Services Unit

Non-Primary Programs – Programs that require staff facilitation and/or supervision, and enhance an inmate's treatment or reentry efforts. Non-primary programs will include such things as support groups and community service projects or restorative justice initiatives. PSU or HSU groups developed at institutions for the treatment of inmates with medical and/or mental health diagnosis are not included in this definition.

OPS – Office of Program Services

Primary Programs - Sex Offender Treatment, Anger Management, Domestic Violence, Alcohol and Other Drug Abuse treatment, Cognitive Group Intervention, Pre-Release Curriculum modules, and Education or Vocational Training Programs.

PSU – Psychological Services Unit

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PROCEDURE

I. General Guidelines

- A. All inmate programs, including HSU and PSU, will be reported to OPS by completing section one of the DOC-2438.
- B. Primary and non-primary programs, excluding HSU and PSU, must be approved.
- C. New programs and/or changes to existing programs will be submitted to OPS for approval by completing section one of the DOC-2438.

II. OPS Review

OPS reviews the DOC-2438 to determine if the program is necessary, evidence-based and appropriate for placement at that institution/center, based on review of DAI need, resources, and the DOC mission.

III. Notifications

Once approval or disapproval of the program has been determined, OPS will complete Section 2 of the DOC-2438 and forward it to the institution/center to inform them of the decision.

- A. If no further information is required from the institution/center, OPS will enter the program information into the OPS database for tracking.
- B. If further information is required, OPS will request a DOC-2440 from the institution/center.
 1. The institution/center program provider will develop the DOC-2440 and complete Section 3 of the DOC-2438.
 2. The DOC-2440 and other resource materials, i.e. outline materials, manual/handbook are submitted to OPS for review.

IV. OPS Review

- A. OPS determines if the DOC-2440 is complete.
- B. If not complete, it is sent back to the institution/center for completion.
- C. If additional input is needed in the approval process; OPS may refer to the appropriate CDT.
- D. If revisions are needed, the institution/center will be notified to resubmit the DOC-2440. They may be referred to the CDT for assistance in meeting standards for program compliance.

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E. If a referral was made to a CDT, OPS will review the recommendation of the CDT and make the decision whether to modify, accept or reject the recommendations.

V. Notification of Decision

Upon OPS review, section 4 of the DOC-2438 will be completed and forwarded to the institution/center, notifying them the program is approved and can be implemented or denied along with the reasons for the denial.

VI. Implementation and Monitoring of Program

A. The program implemented at the institution/center.

B. Program is monitored by OPS.

C. Requests for modifications to the program are sent to OPS who will review and process.

Administrator's Approval: _____ **Date Signed:** _____
William J. Grosshans, Administrator

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Name		
Original Effective Date:	DAI Policy Number: 300.00.24	Page 4 of 4
New Effective Date: 00/00/00	Supersedes Number:	Dated:
Chapter: 300 Administrative		
Subject: Program Notification/Approval		
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. Inmate

III. Other