

 <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: 10/31/23
	Supersedes: 300.00.24	Dated: 08/09/21
	Administrator's Approval: Sarah Cooper, Administrator – 10/03/23	
Required Posting or Restricted:		
<input checked="" type="checkbox"/> PIOC <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
Chapter: 300 Administrative		
Subject: Program Notification/Approval		

POLICY

The Division of Adult Institutions shall assign responsibility for processes associated with approving, modifying and tracking PIOC programs through the DAI Office of Program Services.

REFERENCES**DEFINITIONS, ACRONYMS AND FORMS**

AM – Anger Management

CDT – Cross Divisional Team(s)

DAI – Division of Adult Institutions

DOC – Department of Corrections

DOC-1931 – DAI Education or Treatment Program Approval

DV – Domestic Violence

EECAT- Education and Employment Cross Agency Team- A team comprised of DAI Education Staff, the Department of Public Instruction, the Department of Workforce Development, the Wisconsin Technical College System and the DOC Reentry Unit that is tasked with reviewing and approving all Education programs in DAI facilities.

HSU – Health Services Unit

Non-Primary Programs – Programs which require DOC staff facilitation and/or supervision and enhance PIOC treatment or reentry efforts. Non-primary programs shall 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 PIOC with medical and/or mental health diagnosis are not included in this definition. Programs facilitated by community volunteers are also not included.

OPS – Office of Program Services

PIOC – Persons in Our Care

DAI Policy #: 300.00.24	New Effective Date: 10/31/23	Page 2 of 4
Chapter: 300 Administrative		
Subject: Program Notification/Approval		

Primary Programs - Sex Offender Treatment, Anger Management, Domestic Violence, Substance Use Disorder Treatment, Employment, Cognitive Behavioral, Earned Release Programs and Education or Career Technical Education Programs.

PSU – Psychological Services Unit

PROCEDURE

I. General Guidelines

All primary and non-primary programs facilitated by DOC staff, excluding HSU and PSU, shall be reported to OPS by completing section one of the DOC-1931 for review and/or approval.

II. OPS Initial Review

- A. The DAI Education Director or DAI Treatment Director shall review the DOC-1931 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.
- B. For all educational and employment related programs, the DAI Education Director shall review the DOC-1931 with the EECAT for review and approval or denial.
- C. For all treatment and reentry related programs, the DAI Treatment Director shall review the DOC-1931 with the applicable CDT if one exists.
- D. Upon review, OPS may approve the program with the information initially provided on the DOC-1931 or request the facility provide additional information and re-submit the DOC -1931.

III. OPS Review Process

- A. If approval of the program has been determined, OPS shall complete Section 2 of the DOC-1931 and forward it to the facility to inform them of the decision.
- B. If no further information is required from the facility, OPS shall enter the program information into the OPS database for tracking.
- C. If further information is required, OPS shall request this from the sending facility via the DOC-1931.
- D. The facility shall provide the information requested on the DOC-1931 and return it to the DAI Education Director or DAI Treatment Director for further review.
- E. After further review, OPS shall notify the facility of the approval.
- F. Denial of a program requires a final review by the OPS Director.

DAI Policy #: 300.00.24	New Effective Date: 10/31/23	Page 3 of 4
Chapter: 300 Administrative		
Subject: Program Notification/Approval		

IV. Implementation and Monitoring of Program

- A. The approved program may be implemented at the facility.
- B. OPS shall assist facility with ensuring program fidelity.
- C. Requests for modifications to the program are sent to OPS who shall review and process.

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. PIOC

III. Other