	DIVISION OF ADULT INSTITUTIONS POLICY AND PROCEDURES	**DAI Policy #:** 300.00.25	**Page** 1 of 6
		Original Effective Date: 04/20/09	**New Effective Date:** 07/01/18
		Supersedes: 300.00.25	**Dated:** 07/13/15
		Administrator's Approval: Jim Schwochert, Administrator	
		Required Posting or Restricted: [X] **Inmate** [X] **All Staff** [ ] **Restricted**	

Chapter: 300 Administrative
Subject: Primary Program Status

POLICY

The Division of Adult Institutions shall monitor, track and document an inmate's assignment, participation and/or refusal for all primary programs in WICS.

REFERENCES

Wisconsin Administrative Code Ch. 302 – Inmate Classification, Sentence and Release Provisions
DAI Policy 309.00.01 – Inmate Work Placement
DAI Policy 309.55.01 – Inmate Compensation Plan
Attachment A – Primary Program Tracking Status Definitions and Use

DEFINITIONS, ACRONYMS, AND FORMS

AM – Anger Management

AODA – Alcohol and Other Drug Abuse

BOCM – Bureau of Offender Classification and Movement

CBP – Cognitive Based Program

CGIP – Cognitive Group Intervention Program

CIP – Challenge Incarceration Program

COMPAS – Correctional Offender Management Profiling for Alternative Sanctions

DAI – Division of Adult Institutions

DOC – Department of Corrections

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

DV – Domestic Violence

ERP – Earned Release Program

PMR – Presumptive Mandatory Release

DAI Policy #: 300.00.25	**New Effective Date:** 07/01/18	**Page** 2 of 6
Chapter: 300 Administrative		
Subject: Primary Program Status		

Primary Programs – Alcohol and Drug Programs, Cognitive Based Programs, Domestic Violence, Sex Offender Treatment, Education, Anger Management.

RRS – Risk Reduction Sentence

SOT – Sex Offender Treatment

WICS – Wisconsin Integrated Corrections System

PROCEDURE
I. Guidelines
    A. WICS is the principal data system for tracking, monitoring and documenting an inmate's primary program status.

    B. Any paid program participation changes shall be documented in accordance with DAI Policy 309.55.01.

    C. Refer to Attachment A of this policy for entering program statuses in WICS.

II. Assignment of Primary Programs and WICS Tracking Status
    A. Upon arrival at a DAI intake site, inmates are assessed and evaluated for primary program needs during the Initial Classification process completed by BOCM.

    B. When a primary program need is assigned the BOCM staff shall enter the most applicable tracking status into WICS.

    C. At each reclassification hearing the assignment and/or removal of the primary programs shall be reviewed and the WICS tracking status updated as required.

III. Primary Program Enrollment Process
    A. Designated staff shall utilize the WICS Program Status Search to establish a list of potential inmates to be considered for enrollment into a primary program. Contract facilitators may be designees in this process.

    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; priority given to high and moderate risk inmates.
       2. Program resources.
       3. Case dynamics.
       4. Adjusted release date.
       5. Amenability to programming.
       6. Professional judgment.
       7. Aggravating/mitigating factors.

DOC-1024 (Rev. 02/2009)

DAI Policy #: 300.00.25	New Effective Date: 07/01/18	Page 3 of 6
Chapter: 300 Administrative		
Subject: Primary Program Status		

C. Inmates with program needs who are eligible and suitable for earned release programs (ERP, CIP, RRS), SOT and/or have a PMR may be enrolled into a primary program regardless of COMPAS Risk Level Recommendation.

D. Once an inmate is identified for possible program enrollment the program provider shall conduct an interview with the inmate and encourage participation.

E. The program provider shall inform the inmate of the following:
   1. Program start and end date.
   2. Content and structure.
   3. Performance expectations.
   4. Behavior expectations.

F. The inmate shall make an informed decision regarding program participation at the time of the interview. The inmate may:
   1. Agree to participate. The program provider shall enroll the inmate into programming and indicate the program enrollment in WICS.
   2. Refuse to participate. The program provider shall inform the inmate 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.

G. The inmate's decision shall be documented on the DOC-2439.

H. Program provider shall document on DOC-2439 inmate's refusal to attend interview and/or refusal to sign form.

I. Program provider shall sign and date the form, documenting relevant information regarding the decision or interview.

J. The program status and reason for refusal shall be documented in WICS. Use of comments section with an explanation is expected.

IV. Program Withdrawal

A. When an inmate requests to withdraw from a program, the program providers shall meet with the inmate to discuss the reasons for the request.

B. The inmate's request to withdraw shall not be honored for at least a 24-hour period to afford the inmate an opportunity to reconsider the decision.

C. If an inmate chooses to continue with the program, the program provider shall meet with the inmate to assess motivation and willingness to continue participation.

DAI Policy #: 300.00.25	**New Effective Date:** 07/01/18	**Page** 4 of 6
Chapter: 300 Administrative		
Subject: Primary Program Status		

    D. After the 24-hour time period, if the inmate withdraws from the program, the inmate shall sign the DOC-2439. If inmate refuses to sign the DOC-2439, the program provider shall document the refusal.

    E. Program staff shall place the original DOC-2439 in the confidential folder of the Social Service file.

    F. Status and reason for withdrawal shall be entered into WICS. Use of comments section with an explanation is expected.

V.   Primary Program Termination
    A. When an inmate is terminated, the program provider shall notify the inmate of the termination and provide the reasons for the decision.

    B. The program discharge summary shall be completed (when applicable) within 10 working days from the date of termination and shall include detailed reasoning.

    C. The original program discharge summary shall be placed in the confidential folder of the Social Service file and a copy forwarded to the inmate.

    D. The program status and reason for termination shall be documented in WICS. Use of comments section with an explanation is expected.

VI.   Reconsideration for Program Enrollment
    A. If an inmate would like to be reconsidered for program enrollment after they have refused, withdrawn or terminated, a written request shall be submitted to the program provider requesting to be considered for program enrollment.

    B. Program providers shall review DOC-2439 and available discharge information for comments made regarding inmate's refusal, withdrawal or termination.

    C. The program provider may reconsider an inmate for program enrollment taking into consideration:
       1. COMPAS Risk Level Recommendation; priority given to high and moderate risk inmates.
       2. Program resources.
       3. Case dynamics.
       4. Adjusted release date.
       5. Amenability to programming.
       6. Professional judgment.
       7. Aggravating/mitigating factors.

    D. If program enrollment is being reconsidered the inmate shall be placed on the waiting list in WICS with an explanation or special circumstances considered in making the determination.

DOC-1024 (Rev. 02/2009)

DAI Policy #: 300.00.25	**New Effective Date:** 07/01/18	**Page** 5 of 6
Chapter: 300 Administrative		
Subject: Primary Program Status		

Administrator's Approval: _____**Date Signed:**_____

Jim Schwochert, Administrator

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Name			
Original Effective Date:	**DAI Policy Number:** 300.00.25		**Page** 6 of 6
New Effective Date: 00/00/00	**Supersedes Number:**		**Dated:**
Chapter: 300 Administrative			
Subject: Primary Program Status			
Will Implement ☐ As written ☐ 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