

 <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>	DAI Policy #: 300.00.25	Page 1 of 11
	Original Effective Date: 04/20/09	New Effective Date: 10/15/24
	Supersedes: 300.00.25	Dated: 11/21/23
	Administrator's Approval: Sarah Cooper, Administrator –	
	Required Posting or Restricted: <input checked="" type="checkbox"/> PIOC <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted	
Chapter: 300 Administrative		
Subject: Primary Program Assignment and Tracking Status		

POLICY

The Division of Adult Institutions shall monitor, track and document PIOC 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 300.00.11 - Substance Use Disorder -Earned Release Programs

DAI Policy 309.00.01 – Inmate Work Placement

DAI Policy 309.55.01 – Inmate Compensation Plan

DAI Documentation Standards

Attachment A – WICS Program Tracking Status Application

Attachment B – COMPAS Business Process

DEFINITIONS, ACRONYMS AND FORMS

AM – Anger Management

AST – Alternative Screening Tool

BOCM – Bureau of Offender Classification and Movement

CBP – Cognitive Behavioral Program

CIP – Challenge Incarceration Program

COMPAS – Correctional Offender Management Profiling for Alternative Sanctions are the fourth generation actuarial risk and needs assessments.

DAI – Division of Adult Institutions

DOC – Department of Corrections

DOC-1408 – Inmate Work Program Placement

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

DOC-2677 - Anger Management Screening Guide Sheet

DOC-2993 – Primary Program Termination/Discharge Summary

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DV – Domestic Violence

ERP – Earned Release Program

GRRS – COMPAS Summative General Recidivism Risk Score

HCR – Health Care Record

IC – Initial Classification

Northpointe Suite – Web-based case management software application that houses the COMPAS assessment, case plans and UA information for PIOC.

OCS – Offender Classification Specialist

ODARA – Ontario Domestic Assault Risk Assessment

PED – Parole Eligibility Date

PIOC – Persons in our Care

PSU – Psychological Services Unit

PMR – Presumptive Mandatory Release

Primary Programs – SUD, Employment, Cognitive Based Programs, Domestic Violence, Sex Offender Treatment, Education, Anger Management

RC - Reclassification

RRS – Risk Reduction Sentence

SOT – Sex Offender Treatment

SUD – Substance Use Disorder

WICS – Wisconsin Integrated Corrections System

PROCEDURE

I. Guidelines

- A. WICS is the principal data system for tracking, monitoring and documenting a PIOC 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, PIOC 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. Assignment of Primary Programs

- A. BOCM staff assign primary program based on the COMPAS criminogenic needs scales and a comprehensive review of all collateral information e.g., AST, file information, individual interview and professional discretion at IC and RC.
- B. When assigning programs BOCM staff shall:
 - 1. Determine if a program need exists.
 - 2. Determine the dosage level using the COMPAS Risk Level Recommendation or Summative GRRS.

IV. Assignment of Academic and Vocation

- A. At IC academic program assignment is based upon file review considering the last grade completed.
- B. At RC academic program is assigned based on consultation with the Education Department.
- C. Vocation is assigned at IC and RC based upon file review and considers:
 - 1. Age and need to support oneself upon release.
 - 2. Work history and file information.
 - 3. Self-report of work history.
 - 4. Vocational (optional) is not utilized.

V. Assignment of Domestic Violence

- A. The need for a DV program assignment shall be determined through the use of the ODARA and COMPAS risk level if there is a documented history of assaultive intimate partner violence behaviors.
- B. IC
 - 1. During the IC process and after completion of the COMPAS assessment, the assigned OCS may complete the ODARA in the Northpointe suite.
 - 2. The OCS shall use all available information including file review, criminal complaints, revocation summaries, police reports and statements from the individual which may be disclosed during the IC review.

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3. Once the screening is completed by the OCS, the final ODARA result shall be reviewed by the OCS. The matrix below shall be used to determine whether a treatment need is assigned in WICS.

C. RC

1. If program needs were not identified at IC, the RC OCS shall use all available information including file review, criminal complaints, revocation summaries, police reports and statements from the individual that would indicate the ODARA be administered.
2. Subsequent to the IC hearing where a DV program assignment was not identified, new information may necessitate the OCS complete an ODARA to assess for a DV program assignment.
3. Once the screening is completed by the OCS, the final ODARA result shall be reviewed by the OCS. The matrix below shall be used to determine whether a treatment need is assigned in WICS.

ODARA Result	COMPAS Risk Level			
		Low Risk	Moderate Risk	High Risk
	Score of 0-4	No Treatment	No Treatment	No Treatment
Score of 5-13	Case Plan Intervention	Domestic Violence Treatment	Domestic Violence Treatment	

VI. Assignment of Sex Offender Treatment

- A. The need for SOT is referred by BOCM to PSU for assessment.
- B. Upon completion of the assessment the level of program is assigned and designated by PSU in WICS.

VII. Assignment of Anger Management

- A. The following COMPAS criminogenic needs scale is used to assign AM:

Program	COMPAS Criminogenic Needs Scales			
	CORE	CORE-R	LEGACY	REENTRY
Anger Management	Anger	Anger	Anger	Anger

- B. When the criminogenic needs scale is Highly Probable or Probable and:
 1. Case information supports the score, the applicable AM program is assigned. The AST is not completed.
 2. There is a conflict between the case information and COMPAS score, the DOC-2677 is completed.

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- C. When the criminogenic needs scale is Unlikely and:
 1. Case information supports the score, do not assign AM. The AST is not completed.
 2. There is a conflict between the case information and COMPAS score, complete DOC-2677. RC may also consult with program provider.

VIII. Substance Use Disorder

Refer to DAI policy 300.00.11 for SUD program assignment.

IX. Cognitive-Behavioral Program

A. The following COMPAS criminogenic needs scales are used to assign CBP:

Program	COMPAS Criminogenic Needs Scales			
	CORE	CORE-R	LEGACY	REENTRY
CBP	Criminal Involvement	Legal System Involvement	Criminal Involvement	Criminal Involvement
	Criminal Associates and Peers	Associates and Peers	Prison Conduct	Prison Conduct
	Criminal Opportunity	Society and Routines	Negative Social Cognitions	Criminal Personality
	Criminal Personality	Personality Traits	Criminal Thinking Observation	Negative Social Cognitions
	Criminal Thinking Self-Report	Thinking and Attitude	Reentry Cognitive Behavioral	Criminal Thinking Observation
	Cognitive Behavioral	Cognitive Behavioral		Reentry Cognitive Behavioral

- B. When the criminogenic needs scale score is Highly Probable/High or Probable/Medium on any of the designated COMPAS criminogenic scales assign CBP.
- C. When the criminogenic needs scale is Unlikely/Low:
 - All needs scales are Unlikely/Low, then a Case Plan Intervention is not assigned.
- D. All individuals with a SUD 3 or SUD 4 shall have CBP assigned.

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X. Employment Program

A. The following COMPAS criminogenic needs scale(s) shall be used to assign employment:

Program	COMPAS Criminogenic Needs Scales			
	CORE	CORE-R	LEGACY	REENTRY
EMPLOYMENT	Vocation/Education	Vocation/Education	Vocation/Education	Reentry Employment Expectations
				Vocation/Education

B. When the criminogenic needs scale(s) score is Highly Probable or Probable:

1. Employment is assigned.
2. Professional judgement may be utilized in combination with the criminogenic need scales and case information to determine program assignment (e.g., COMPAS score is Highly Probable or Probable however, PIOC has maintained employment without difficulty).

C. When the criminogenic needs scale is Unlikely/Low:

1. Employment is not assigned.
2. Professional judgement may be utilized in combination with the criminogenic need scale(s) and case information to determine program assignment (e.g., COMPAS score is Unlikely; however, the person has struggled to maintain employment due to attendance issues, difficulties communicating or interacting professionally with co-workers).

XI. WICS Program Category and Program Type Entry

A. Programs shall be added or updated in the WICS Program and Education Needs/Referrals screens (IJPS001A).

B. Determine if the program need (Category/Type) already exists in the WICS Program and Education Needs/Referrals screen IJPS001A:

1. If no, add the program/education need as a new program using prepare to add.
2. If yes, update the status using the hyperlink for the need/referral.
3. Academic program assignment shall have a WICS tracking status of Evaluation/Screening > Pending.
4. Vocational program assignment shall always have a new entry in the IJPS001A screen.

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C. The following entries are made in WICS based upon program needs assigned:

WICS Program Category	WICS Program Type		
	Low Risk	Medium or Medium w/ Override Risk	High Risk
Anger Management	Case Plan Intervention (Low Risk)	Type Not Assigned	Type Not Assigned
Substance Use Disorder	SUD 1 No CIP/ERP Eligibility	SUD 3 + CBP	SUD 4 + CBP
	SUD2 <ul style="list-style-type: none"> • CIP/ERP eligibility • OWI 3rd or higher • Liberty interest: PMR, RRS or Parole eligibility - only if requested and necessary for the liberty interest to be applied. 		
Cognitive-Behavioral Program	Case Plan Intervention (Low Risk)	Thinking for a Change (T4C)/Moving On	Thinking for a Change (T4C) /Moving On
Domestic Violence	Case Plan Intervention (Low Risk)	Type Not Assigned	Type Not Assigned
Employment	Case Plan Intervention (Low Risk)	Type Not Assigned	Type Not Assigned
Academic	Type Not Assigned		
Vocational (Primary)	Type Not Assigned		

XII. Primary 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 primary program. Contract facilitators may be designees in this process.
- B. Primary programs shall be tracked and monitored in the Program/Education Needs/Referrals screen in WICS.
- C. 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.

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5. Amenability to programming.
 6. Professional judgment.
 7. Aggravating/mitigating factors.
 8. Parole eligibility
 - a. Program enrollment shall be based on case planning. A specific deferment period or parole endorsement is not a requirement for program enrollment.
 - b. The current PED shall be considered when selecting candidates for cognitive behavioral and anger management programs. Consideration of these programs prior to the current PED is supported.
 - c. SUD, Domestic Violence and Sex Offender Treatment may consider endorsements and deferrals from the Parole Commission.
- D. PIOC 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 or Summative GRRS.
- E. Once PIOC is identified for possible program enrollment, the program provider shall conduct an interview with PIOC and encourage participation.
- F. The program provider shall inform PIOC of the following:
1. Program start and end date.
 2. Content and structure.
 3. Performance expectations.
 4. Behavior expectations.
- G. PIOC shall make an informed decision regarding program participation at the time of the interview. PIOC may:
1. Agree to participate. The program provider shall enroll PIOC into programming and indicate the program enrollment in WICS
 2. Refuse to participate. The program provider shall inform PIOC 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.
- H. PIOC decisions shall be documented on the DOC-2439 and the DOC-1408.
- I. Program providers shall document on DOC-2439 PIOC refusal to attend interview and/or refusal to sign form.
- J. Program providers shall sign and date the form, documenting relevant information regarding the decision or interview.
- K. The program status and reason for refusal shall be documented in WICS. Use of comments section with an explanation is expected.

XIII. Program Withdrawal

- A. When PIOC requests to withdraw from a program, the program providers 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 chooses to continue with the program, the program provider shall meet with PIOC to assess motivation and willingness to continue participation.
- D. After the 24-hour time period, if PIOC withdraw from the program, they shall sign the DOC-2439. If PIOC refuse to sign the DOC-2439, the program provider shall document the refusal.
- E. Program staff shall place the original DOC-2439 in the Chronological section of the Social Service file for primary program except for SUD, which shall be scanned into the HCR.
- F. The program provider shall complete the DOC-1408 if PIOC withdraw from program.
- G. Status and reason for withdrawal shall be entered into WICS. Use of comments section with an explanation is expected.

XIV. Primary Program Termination

- A. When a PIOC is terminated, the program provider shall notify PIOC of the termination and provide the reasons for the decision.
- B. The DOC-2993, shall be completed (when applicable) within 10 working days from the date of termination and shall include detailed reasoning. Refer to SUD program policy for applicable form to complete for program termination.
- C. The original DOC-2993 shall be placed in the confidential folder of the Social Service file, except for SUD termination form which shall be scanned in HCR, and a copy forwarded to PIOC.
- D. The program status and reason for termination shall be documented in WICS within three business days of the termination. Use of comments section with an explanation is expected.
- E. The program provider shall complete the DOC-1408 when PIOC are terminated from program.

XV. Reconsideration for Program Enrollment

- A. If a PIOC would like to be reconsidered for program enrollment after they have refused, withdrawn or have been terminated, a written request shall be

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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 PIOC refusal, withdrawal or termination.
- C. The program provider may reconsider a PIOC for program enrollment taking into consideration:
 - 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 to programming.
 - 6. Professional judgment.
 - 7. Aggravating/mitigating factors.
- D. If program enrollment is being reconsidered, PIOC shall be placed on the waiting list in WICS with an explanation of special circumstances considered in making the determination.

XVI. Program Participation and Documentation

- A. Program provider shall enter a note into Northpointe when any of the following program circumstances occur:
 - 1. Enrollment.
 - 2. Refusal.
 - 3. Withdrawal.
 - 4. Termination.
 - 5. Completion.
- B. Program participation and progress shall be documented in Northpointe (with the exception of SUD, ERP, CIP, and SOT).

XVII. Completion of Primary Program

- A. Completion of a primary program shall be determined by program evaluations of PIOC progress.
- B. All completions shall be reviewed by the program supervisor.
- C. WICS program tracking and sub-statuses shall be updated to reflect program status changes within three business days of completion of the program.
- D. Program staff shall complete the DOC-2993 within 10 business days of PIOC completion of the program.

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Name		
Original Effective Date:	DAI Policy Number: 300.00.25	Page 11 of 11
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Chapter: 300 Administrative		
Subject: Primary Program Status		
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