

DAI 300.00.25 Attachment A – Primary Program Tracking Status Definitions and Use

Effective Date: 04/03/17 – Page 1

- **Tracking Status:** Only one status can be selected at a time.
- **Sub-Status:** These provide the sub-status details. Up to 5 sub-statuses may be selected.
- **Definition – Need (Identified through Needs Assessment) vs. Program (Intervention to address the identified need):**
 - Need: Anger Management vs Domestic Violence
 - Program: SO2 versus SO-4
- **Use of Comments section for status identification/explanation is expected in most actions below**
- **Document relative information into COMPAS Notes and/or Case Plan**

TRACKING STATUS	SUB-STATUS	DATA ENTRY BY		DEFINITION
		BOCM	PROGRAM STAFF	

Status/Sub-Status Codes to be used Prior to Inmate Enrollment into a Program

Evaluation/Screening	Pending	X	X	<p>- Status: A Request has/will be made for an eval/screening to determine program need.</p> <ul style="list-style-type: none"> ○ Pending: Need is identified but request for screening/evaluation tool to be applied is pending to determine need. ○ No Need: Screening completed and determined <u>No Need</u> for program is identified. The next entry in Program Status is to be "Terminated-No Fault" (do not select a sub-status). <u>Note in comments who and when completed.</u> ○ Need Identified - Note in comments who and when completed. <u>The next entry in Program Tracking Status is to be the NEED placed on "Wait List"</u>
	Completed – No Need		X	
	Completed – Need Identified		X	
Not Legally Eligible	Age Restriction	X		<p>Primarily BOCM issue – Related to ERP/CIP</p>
	Excluded Offense	X		
	JOC Denies	X		
	JOC Silent	X		
	No AODA	X		
Rejected by Program	Inappropriate Referral		X	<p>Prior to Program Enrollment Appropriate use:</p> <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>, • Previously assigned need is no longer appropriate – this action terminates the "need". • <u>Use of comments section explaining is expected.</u>
	Inmate Refused		X	<p>Prior to Program Enrollment - Program Staff removes inmate from Wait List as a result of pre-enrollment interview.</p> <ul style="list-style-type: none"> • Inmate verbalized, or gave other intention not to participate in the program. • <u>Use of comments section explaining is expected.</u> • Complete DOC-2439 form.

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Rejected by Program (Continued)				<ul style="list-style-type: none"> To be placed back on waitlist, inmate must request through a program provider per DAI Policy 300.00.25.
	Lack of Motivation		X	<p>Program Staff removes inmate from Wait List as a result of pre-enrollment interview.</p> <ul style="list-style-type: none"> Inmate demonstrates in the pre-enrollment interview that he/she would or may not commit to full participation. <u>Use of comments section explaining is expected.</u> To be placed back on waitlist, inmate must request through a program provider per DAI Policy 300.00.25.
Reservation List		X	X	<p>A tentative program start date has been obtained/reserved in the future.</p> <ul style="list-style-type: none"> <u>Use of comments section explaining is expected</u>
To Be Met in the Community		X		<p>Use of this code shall be limited. Apply when enrollment into the assigned program will not occur in DAI. Use as inmate nears release and pre-release consultation has occurred with the DCC agent. A plan is established to address the program in the community.</p>
Wait List	Clinical Contraindication	X	X	<p>Inmate presents clinical symptoms or has not been cleared by PSU preventing enrollment at this time.</p> <ul style="list-style-type: none"> <u>Use of comments section explaining is expected.</u>
	Custody Contraindication	X	X	<p>Custody level prevents placement at site where program is available.</p>
	CIP Potential	X		<p>Primarily BOCM Issue related to ERP/CIP</p>
	ERP Potential	X		<p>Primarily BOCM Issue related to ERP/CIP</p>
	Health Contraindication	X	X	<p>Inmate presents physical symptoms or has not been cleared by HSU preventing enrollment at this time</p> <ul style="list-style-type: none"> <u>Use of comments section explaining is expected.</u>
	Insufficient Math Level	X	X	<p>Inmate does not meet minimum math skills for the program enrollment.</p> <ul style="list-style-type: none"> <u>Use of comments section explaining is expected.</u>
	Insufficient Reading Level	X	X	<p>Inmate does not meet minimum reading skills for the program enrollment.</p> <ul style="list-style-type: none"> <u>Use of comments section explaining is expected.</u> <p><u>This code is an identifier only</u> - indicates inmate may be in need of Literacy services or other accommodations.</p>

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Wait List (Continued)				Identifies that an inmate has a literacy barrier. 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. <ul style="list-style-type: none"> • Use of comments section explaining is expected.
	Language Barrier	X	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. <ul style="list-style-type: none"> • Use of comments section explaining is expected. (Note: if this code is used for one program need it should be applied to all identified program needs.)
	More Appropriate for Alternate Program	X	X	<ul style="list-style-type: none"> • Needs should be addressed in an <u>alternate/similar program (not a different program)</u> <ul style="list-style-type: none"> ○ Lighthouse and Goals vs standard SO2/SO4 • Use of comments section explaining is expected.
	Not From Targeted DCC Area	X	X	<u>Not to be used for Primary Programs</u> – (may be used for Parenting or Windows To Work)
	Pending Charges	X	X	Inmate has charges pending preventing enrollment. <ul style="list-style-type: none"> • Use of comments section explaining is expected.
	Prior Program Participant	COMPUTER GENERATED from External Movements entry 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.		
	Timeframe Premature	X	X	Based on DOC criteria or Court conditions inmate is not suitable or eligible for program enrollment at this time
	Time Remaining Insufficient	X	X	Time to release prevents enrollment and completion of program.
	Unmet Program Prerequisite	X	X	A program has required expectations or prerequisites that the inmate has not met prior to enrollment. An inmate has an elevated criminogenic need but does not meet criteria for enrollment in a primary program because of a COMPAS Risk Level Recommendation of Low. The inmate

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				will be assigned a Low Risk/Case Plan Intervention. <ul style="list-style-type: none"> • Use of comments section to explain the reason for not placing into program at this time or situation concern
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Status/Sub-Status Codes to be used *After Inmate Enrollment* into a Program

Completed	Good – <i>(NOT RECOMMENDED TO USE)</i>		X	Status: Inmate has successfully “completed” the program in accordance with DOC criteria – <u>entry must be timely.</u> 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. <u>Entry must be timely.</u> 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. <ul style="list-style-type: none"> • Includes the Pre-Release Curriculum Portfolio assignment -- <u>When inmate receives Portfolio, he should be “enrolled”</u>
Terminated – No Fault	Deceased	COMPUTER GENERATED from External Movements entry		
	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. Inmate currently enrolled in the Program Appropriate use: <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
	Inappropriate Placement		X	

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				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.
	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 (DO NOT USE)		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 Inmate has left DAI grounds without authorization, preventing completion of the current program		
	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"> • Refer to Policy DAI Policy 300.00.25 for process of renewal of Wait List status - Complete DOC-2439.
	Job Change (DO NOT USE)		X	DO NOT USE - Obsolete