

Attachment A - Wisconsin Integrated Corrections System (WICS) Program Tracking Status Application

DAI Policies: 300.00.11, 300.00.12 and 300.00.25
Rev. 10/26/2021

This document defines tracking status and sub-statuses for DAI programs; including the Earned Release Program (ERP) and the Challenge Incarceration Program (CIP). A need is identified through a screening/assessment and a program or intervention is assigned to address the need.

1. Tracking Status: Select one.

2. Sub-Status: WICS allows up to five sub-statuses. Select all that apply to explain program tracking status. Use of the comments section is required to explain most statuses below.

Reference the Electronic Case Reference Manual (ECRM) for business process (<https://doc.helpdocsonline.com/home>)

Tracking Status	Sub-Status	Definition
Status: A request has been made for an evaluation/screening to determine program need. The most common use of status is for SOT evaluations.		
Evaluation/Screening	Completed - No Need	Apply when evaluation/screening is completed and there is determined to be no need. In comments indicate: -Date evaluation was complete. -Name of staff member completing the evaluation.
	Deferred	Apply when an evaluation/screening is deferred to the next site.
	Pending	Apply when an evaluation/screening is necessary to determine whether to assign a need and/or a program or intervention.

STEP 1 BOCM: Determine Legal Eligibility for ERP/CIP

Assign the tracking status and sub-status based on the most accurate status the date of the classification review, unless the person is excluded for the duration of their confinement.

Tracking Status	Sub-Status	Statuses/Sub-Statuses to be used only for ERP/CIP Definition
Not Legally Eligible	Age Restriction	Apply to CIP when age is contrary to statute. Persons in our care sentenced: -On or after July 26, 2003 must be under age 40 on the date of admission. -Prior to July 26, 2003 must be under the age of 30 on the date of admission. ERP: No age restriction
	Excluded Offense	Apply if the person in our care is currently serving an adult prison term for: -Ch. 940 - Crimes Against Life or Bodily Security -Ch. 948 - Crimes Against Children include only: 948.02, 948.025, 948.03, 948.05, 948.051, 948.055, 948.06, 948.07, 948.08, 948.085, 948.095
	JOC Denies	Apply when a current JOC or CR 265 denies participation. When confinement time ends on the "JOC Denies" case, the person may be eligible provided all other cases are eligible.
	JOC Silent	Apply only to a person serving a bifurcated sentence (TIS 1 & TIS 2) and the JOC, CR 265, or CR 234 is silent regarding eligibility. The distinguishing factor is whether the sentence is bifurcated, not whether the case is a felony or misdemeanor. All bifurcated sentences must have a statement regarding eligibility. When confinement time ends on a "JOC Silent" case, the person may be eligible provided all other cases are eligible.
	No SUD Need Assigned	Apply when a SUD treatment need was not identified by DAI Staff.

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Step 2 BOCM: Determine Suitability for ERP/CIP

Status/Sub-Status Codes to be used prior to person in our care's enrollment into a program		
Tracking Status	Sub-Status	Definition
Time Remaining Insufficient	No Sub-Status	A need is identified but time to release prevents enrollment and completion of the program. ERP/CIP: Apply when a mandatory minimum and/or JOC condition exists and the person <u>will not</u> have time to enroll in the program during the confinement period.
Pre-Enrollment Removal of Need	No Sub Status	Apply when the previously assigned need is no longer appropriate or available. This action terminates the "need". Use of comments section to explain the reason for the program removal is required.
Refusal	No Sub-Status	Apply after the person is offered enrollment into a program and/or has a tentative bed date (e.g. SUD/CIP/ERP). Person verbalized or indicated no intention to participate in the program. Complete DOC-2439 form. Use of comments section to document reason for refusal is expected.
Wait List	<i>No Sub-Status</i>	Indicates the person is appropriate, suitable and eligible for entry into the program. If there are circumstances preventing enrollment into the program, up to five sub-statuses shall be used and applied.
	CIP and/or ERP Potential (Two separate selections in WICS)	1. Apply when the person is not yet suitable for CIP/ERP, but has the potential for entry into the program in the future. 2. Apply to assigned programs e.g. SUD /Cognitive/Anger Management when it is suspected they will meet the assigned need via CIP/ERP. This alerts program providers with the intent to avoid duplication of services. 3. Apply when a person is serving a New Law or non-bifurcated sentence for a statutorily eligible offense and the JOC does not make a determination regarding CIP/ERP. Those sentenced for crimes committed on or before 12/30/99 (New Law) or a non-bifurcated sentence the DOC determines eligibility.
	Custody Contraindication	Apply when the assigned custody prevents program enrollment.
	Health/Psychological Contraindication	Apply when physical symptoms, psychological needs, or lack of clearance by HSU/PSU prevent program completion. In comments, reflect the reason person is no longer able to participate in the program. Do not indicate diagnosis.
	Inappropriate Treatment Candidate	This status is only used for SOT placement. This is applied after the person is offered enrollment into a program but staff determine the person is not appropriate for enrollment into the group at this time. Use of comments section to document reason is expected.
	Institution Adjustment Prevents	Apply when a persons conduct prevents participation in a program.
	Insufficient Math Level	Apply when the person does not meet minimum math skills for program enrollment. This status is only used for Education and Vocational Education programs. Use of comments section for explanation is expected.
	Insufficient Reading Level	Apply when the person does not meet minimum reading skills for the program enrollment. This status is only used for Education and Vocational Education programs. Use of comments section for explanation is expected.
	JOC Conditional Time Required	Apply when the Court has imposed a required time to serve prior to enrollment into ERP and/or CIP.
	Mandatory Minimum Sentence	Apply when statute requires a specified confinement time prior to release via ERP and/ or CIP.
	Pending Charges	Apply when pending charges or other legal issues prevent enrollment. Comments should reflect the case or legal matter preventing participation.
	Timeframe Premature	Apply when DOC criteria or court conditions prevent enrollment into a program until a specified time but the person will be suitable at a future date.
	Transfer to Alternate Level of Service	Needs should be addressed in an alternate program. Example: SOT-Adaptive vs. Standard SOT, SUD-3 vs. SUD-4. Use of comments sections for explanation is required.
	Transferred During Enrollment	Apply when a person was enrolled in a program and transferred prior to completion.

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	Unmet Program Pre-Requisite	Apply when a program has expectations the person has to meet prior to enrollment . For ERP and CIP apply when the person has not completed SOT-CPO, SOT-SO2 or SOT-SO4.
Reservation List	No Sub-Status	Apply when a tentative program start date has been obtained for a specific site and location. All programs addressed as a result of completion of the program reservation shall be identified as reservation list.
Enrolled	No Sub-Status	Apply when the person has enrolled and is currently active in the program.

Status/Sub-Status Codes to be used after person in our care's enrollment into a program		
Tracking Status	Sub-Status	Definition
As a pre-requisite, the enrolled status must be assigned before assigning completed status.		
Completed	No Sub-status	Apply when the person has successfully completed the program in accordance with the curriculum and WIDOC criteria. Entry shall be timely.
Terminated	Disciplinary	Apply after receipt of a conduct report that may prevent completion of the current program. Describe the behaviors resulting in a conduct report in the comments section.
	Failure to Meet Program Requirements	Apply when program expectations are not met preventing completion of the program. This includes the ability to attend programming, lack of participation, etc. Use of comments to summarize the reason for termination is expected.
	Health/Psychological Contraindication	Apply when physical symptoms, psychological needs, or lack of clearance by HSU/PSU prevent program completion. In comments, reflect the reason person could no longer participate in the program. Do not indicate diagnosis.
	Inappropriate Placement	Apply when the current program or level is no longer suitable. If assigned a new program or program level, add the person in our care to the wait list. Indicate in the comments the reason for the change in program or level.
	Program Discontinued	Apply when the program is no longer offered in DAI or at this site. If the need for the person in our care remains, next entry in Program Tracking is to be placed on "Wait List". Use of comments section is expected.
Withdrew	No Sub-status	Apply when a withdrawal occurred from the program after enrollment and against the advice of staff. Refer to DAI Policy 300.00.25 for the process of renewal for Wait List status. Complete DOC-2439.

Status Codes to be used only for "Case Plan Intervention"		
Tracking Status	Sub-Status	Definition
Criminogenic Need To Be Addressed		Only to be used when providing a status for "Case Plan Intervention". Status to be used at initial classification or when the need is identified. The person in our care is low risk and has an identified need that will be addressed through other interventions outside of formal programming.
Criminogenic Need Addressed		Only to be used when providing a status for "Case Plan Intervention". Status is determined by the assigned case manager. The person in our care is low risk and has an identified need that has been addressed through other interventions outside of formal programming. The need is now met and no further action is needed during his or her current incarceration.

Tracking Status	Sub-Status	Definition - Computer Generated Tracking Status and Sub Status
Terminated-External Movement	Released without Program Completion	Person in our care was released back to the community. This may occur when person in our care is in program or not.
	Deceased	Person in our care is now deceased.
	Escape	Person in our care is in escape status.