

D-Unit Earned Release Program (ERP) Handbook

July 2019

Welcome and Program Philosophy

Welcome to the Wisconsin Women's Correctional System (WWCS). Our goal is to provide a safe and secure environment to allow for a positive experience to begin your preparation for re-entry to the community. We are glad that you are here as you look forward to your future. Our programs and activities are designed to help you transition from prison to the community. The program staff is invested in assisting to set goals for your treatment and plan for your discharge.

The Robert E. Ellsworth Correctional Center (REECC) Earned Release Program (ERP) and Alternative to Revocation Program (ATR) were established to address factors that contributed to your legal trouble and resulting incarceration. Understandably, individuals who enter the program are focused on getting their freedom back and see this as a path to get home. What they find is that the program provides much more than a way out of prison. It provides a way to stay out of prison. You will be given the opportunity to learn a new way of thinking, tools for coping, skills for interacting in a variety of challenging situations, and a method for problem solving. These skills will enable you to reconnect with family, achieve your personal goals, and become a productive member of your community.

In your ERP or ATR program, you will learn more about yourself and your priorities. You will recognize your risks for a return to a lifestyle that could result in a return to prison or worse. You will work with the treatment staff and your peers to develop a healthier lifestyle and a plan for your success. The thoughts and attitudes that led you to illegal behavior can be replaced with values that will support a prosocial, positive future. You will learn ways to manage your emotions, cope with difficult situations, and abstain from drugs and alcohol. Finally, we will assist you in connecting with resources in your community. We will assist with developing a plan to support the treatment you started while in program and reintegrate back into your community.

Mission

The mission of the Earned Release Program and Alternative to Revocation program is to enhance safety in the community by providing treatment to eliminate illegal and substance abusing behavior for incarcerated women eligible to participate in ERP. Our program utilizes approaches that have been shown effective in reducing criminal behavior for those participants that apply themselves, practice the skills, and carry those skills into their day-to-day lives. If you have been given a prison or supervision sentence, it's likely time to consider making some changes. At REECC we are available to assist you in making those changes.

Program Description

Change is never easy. Your active participation will help you learn the skills that will be beneficial to you in having more control over your life and avoiding criminal and/or addictive behaviors and choices. You will learn new things, and we expect that you may struggle as you learn. Our job is to model the skills, coach you in trying them out, encourage you to use them in your daily life, and help you identify areas of struggle. We will introduce you to a variety of practical skills that you can use to reach your goals. The approach that we use is called Cognitive Behavioral Interventions (CBI). The staff is trained in this approach, and you are encouraged to take advantage of their knowledge. Cognitive Behavioral Interventions are a set of treatment approaches that focus on patterns of thinking and the beliefs, attitudes, and values

that lie beneath these patterns of thinking. CBI encourages you to take responsibility for solving your problems by focusing on the present rather than on the past. Individuals who participate in CBI can learn specific skills to achieve their long-term goals and develop skills to recognize risky thinking when it happens and change the thinking to keep you out of trouble.

You will be assigned to a social worker or treatment specialist to assist you in your treatment program. You will complete some assessments to help us identify the needs that may be related to your substance use and criminal behavior. You will primarily be involved in group treatment, with bi-weekly individual appointments with the staff member you are assigned to. There is core programming groups that will be assigned based on your recommended supervision risk level. The groups are designed to help you discover the risky thoughts and emotions that have led to your choices that resulted in negative consequences. You will be assigned to some or all of the following: Moving-On: A Program for At-Risk Women, Helping Women Recover, Connections: A Shame-Resiliency Psychoeducational Group, DBT (Dialectical Behavior Therapy), and Seeking Safety. These groups will provide you with strategies to take control over your choices and improve the consequences of your actions.

Definitions

(In accordance with DAI Policy 300.00.12)

Behavior Contract: Is an intervention that is used when a Program Participant demonstrates a continuation of behavior that is in violation of the ERP Program rules, or demonstrates behavior that lacks progress within the program. This assists those individuals in targeting behaviors to assist with the change process.

- The contract continues for a minimum of 30-days; however will be reviewed regularly throughout the 30 days.
- The Program Participant is given assignments and/or interventions that they need to complete within an established due date.
- If a behavior that is identified on the contract continues to be violated, recommendations for termination from the ERP program could occur.

Confidentiality: Information shared in group, must remain within the confines of the group room. Program Participants will maintain respect and confidentiality with peers in their group. Each facilitator establishes group rules including the limits of confidentiality. Breach of Confidentiality may result in program termination.

Limits of Confidentiality of Health information: This is reviewed thoroughly in DOC-1923 during the orientation process of ERP.

Cultural Sensitivity: It is important to be respectful of age differences, religious beliefs, culture and ethnicity, sexual preference, and other diversity.

Discharge from the Program could occur if any of the following occurs:

- Program Participant is no longer interested and is requesting to sign-out. Consult with Social Worker/Treatment Specialists. Per policy, you will be given 24 hours to think about this decision. If your decision remains the same you will be given a DOC 1408 Offender Work/Program Placement. And a DOC 2439-Primary Program Status. You will go into a no-pay status for 90-days.
- An administrative decision is made that the ERP Program is no longer appropriate at this time. (Medical, legal, etc.)
- Receipt of Program Sanctions - You violate rules, resulting in sanctions. Multiple sanctions may result in a recommendation to terminate from the program.
- You receive new legal charges, while in the program and become not eligible to participate in the program at this time.

Group-

- You are expected to participate as a group member, sharing life experiences as appropriate.
- During group hours the dayrooms on each unit are closed. No use of phones, microwaves, TVs.
- Only water in a closed container is allowed during group time.
- Restroom's are to be used before and after group, or during designated group breaks.

- Assignments are due as assigned by your facilitator. You may not work on group assignments or others tasks while in group. You should be engaged in the group process and activities. Side talking is not allowed.
- Group members will raise their hand and wait to be called on by the facilitator.
- Respectful Behavior- is expected by all group members.
- State issued greens need to be worn during group hours, including during in-room study.

Missed Group: It is the responsibility of Program Participants to make up any work missed. A roommate or peer in your same group can gather handouts or assignments you have missed.

Group Study: A designated time, when an assigned facilitator is not available, and the group is assigned to complete tasks as a group. The group could be engaged in viewing a video or working on a group project, usually in the designated group room.

1. All group rules apply, as developed in each respective group.
2. Limited to ERP material.
3. Limited movement. Movement only occurs as designated on the white board.
4. The group comes as a group, and leaves the group room as a group, and takes breaks as a group.

One-on-One's: Spending at least 15 minutes or more in conversation with another peer on a treatment related topic. The goal of a one-on-one is to improve communication skills, listening skills, and to begin to socialize with peers around you. (One-on-One's may be assigned as part of your Individual Treatment Plan).

Individualized Treatment Plan (ITP): Individualized goals focusing on a specific treatment need to assist the individual in progressing in the program. (IE: coping with grief and loss of a loved one).

In-Room Study: Independent study that occurs in the Program Participants assigned room on the housing unit. If the facilitator is not available, the group is assigned to complete some group tasks/projects. Please check the white board, next to the Officer's Station for further detail.

Physical Boundaries: Program Participants are expected to refrain from any physical interaction. This includes the following:

- Non-aggressive; invasion of personal space, exposing oneself to peers or staff.
- Aggressive physical- Any form of physical horseplay, fighting, physical assault
- Sexual: Any consensual or non-consensual sexual activity with another person.
- Respect peer property: Program Participants are expected to maintain respect for other's property. This includes no stealing, damaging, or destroying the property of peers.

Respectful and Healthy Interactions with staff:

- Engage in respectful language and interactions at all times.
- Follow staff directions: Each Program Participant has an expectation to follow staff direction. Staff direction is defined as any reasonable request that a staff person makes directly to the Program Participant.

Staff Intervention: Any assignment given to a Program Participant to address behaviors that have caused conflicts, violated rules, etc.

This may include, and is not limited to:

- A face to face session with the facilitator,
- A individual session with the facilitator and Program Supervisor,
- Written assignments and/or activity assigned by the facilitator.
- A written contract, including behavior contracts

Staff Boundaries: Program Participants are expected to have appropriate boundaries/ and use appropriate social skills when interacting with staff. Including:

- Physical boundaries- Observe appropriate personal space.
- Boundaries on staff time- Make reasonable requests to staff and attend all appointments with staff.
- Staff personal issues- Engage in appropriate, prosocial conversations with staff (i.e. no personal questions).

Program issued supplies: Program Participants are given 1 pen, 1 pencil, and 1 notebook. They are also issued a folder for Moving-On (MO) and a workbook for Helping Women Recover (HWR), Beyond Violence (BV), and Seeking Safety (SS.). You are NOT to write in workbook for HRW, SS, or BV, but instead log your assignments in the notebook provided.

Re-Start: If a Program Participant is not showing necessary progress in the program, they may be recommended to re-start the program at the discretion of the Clinical Supervisor and Treatment Team. This is on a case by case basis.

Substance Use Disorder (SUD) (in accordance with Wisconsin Administrative Code DOC 302.13)

SUD-1: Individuals in General Population that have a case plan presentation with the General Population Social Worker.

SUD-2: Low risk Program Participants in the ERP Program consisting of 12 weeks. Curricula includes: Helping Women Recover and Connections. At REECC low-risk ERP participants are paid \$0.15 per hour for 10 hours of programming per week.

SUD-3: Moderate Risk Program Participants in the ERP/ATR Program consisting of 15-weeks. Curricula includes: Helping Women Recover, Seeking Safety, Connections, and Moving-On. At REECC moderate-risk individuals enrolled in ERP are paid \$0.15 an hour for 20 hours of programming each week. Program hours for SUD-3 are as follows – Monday through Friday 8:30am-10:30am and 1:00pm-3:00pm. You are required to be in your rooms from 10:30am until 11:30am (during this time you may be sleeping, watching TV, lying down, reading a book, etc.).

SUD-4: High Risk Program Participant in the ERP Program consisting of 17 weeks. Curricula includes: Helping Women Recover, Seeking Safety, Connections, Moving-On and DBT. At REECC, high-risk individuals enrolled in ERP are paid \$0.15 an hour for 40 hours of programming each week. You will be in group Monday through Friday 8:30am-10:30am and 1:00pm-3:00pm. You are required to do IN ROOM STUDY from 10:30am-11:30 Monday through Friday.

Urinalysis (U.A.'s): ERP/ATR group members are subject to random urinalysis throughout the program. The inability to provide a sample may result in termination from the ERP Program.

Resources

Additional Rules

1. Refer to the REECC inmate handbook, as we recognize and abide by all DOC and REECC policies and procedures.

Interview/Information Request Form

1. In the event of a crisis or emergency (emergency defined as family member hospitalized, threat of injury to self or others, etc.) program participants may request to speak to a facilitator by asking the security officer to call

and see if staff is available. Otherwise Program Participants should be writing an interview request to meet with staff and/or program supervisor and provide specific information as for your request to meet.

Program Expectations

Health Services (in accordance with Wisconsin Administrative Code DOC 316)

Lay-in:

1. Program Participants are not allowed to place themselves on lay-in. Authorization for lay-in is only by security staff or treatment staff.
2. If you are on lay-in status, you are required to fill out an HSU request slip to be seen by HSU.
3. While on lay-in status you will not use the day space and will not use the microwave.
4. You are responsible for making up any and all group work covered while you were on lay-in status.

Meals (in accordance with Wisconsin Administrative Code DOC 309.23)

Meal Times:

1. Meals will be called by Security Staff.

Recreation (in accordance with Wisconsin Administrative Code DOC 309.36)

Outside Side Yard:

1. Program Participants must sit at the picnic tables properly, with legs under the tabletop and feet on the ground.
2. Program Participants may sunbathe but may not alter their state greens and/or grays by rolling up sleeves or pant legs. Clothing is to be worn in the manner it was intended.
3. No lying on the ground or on the picnic tables while outside. "Laying out" in the grass is not permitted. Sitting in designated areas is permitted. You may NOT take off your shoes and socks while outside.
4. Lying on the ground using personal clothing, towels, or bedding is not permitted.
5. Program Participants not active in programming may go outside as allowed by security staff.

Exercise at SOGS Gym:

1. Take care of exercise mats, aerobic steps, DVDs, and wipe down all surfaces and machines when using.
2. If the Treatment Sergeant is available, you may go to recreation at SOGS at 6:30 a.m. with the Treatment Sergeant. If you go to recreation, you may be in the shower after 8:00 a.m., but you must be available for group and in your greens by 8:30 a.m. If you DO NOT go to recreation, you must be in your greens by 8:00 a.m. Recreation means you are actively engaging in some type of physical activity. It does NOT include just sitting outside at the picnic tables or just casually walking while talking.
3. You will also be taken to the SOGS gym on Friday afternoons, for an opportunity to engage in rec activities. Again, if you attend SOGS gym, you are required to participate in some type of physical activity.
4. Ice Water is the only beverage allowed at the gym.

Inmate Accounts (in accordance with Wisconsin Administrative Code DOC 309.49)

Closing Out Accounts:

1. Your account will be closed 2- weeks prior to ERP completion ceremony. Please plan ahead for your needs as you will not have access to your funds after that date, even if your print-out/statement shows that you have money left in your account. Your shampoo, deodorant, laundry detergent, and laundry tokens, etc. may have to last 2-3 weeks past your graduation date.

Job Assignments

Job Assignments

House Jobs:

1. House jobs are to be maintained at all times.
2. If you are sick or unable to do your house job, it is your responsibility to find a replacement.
3. Mops and rags should be wrung out before putting in buckets. Mop water is to be poured down toilets, not in hopper.

Other Center Jobs:

1. If you are approved to have a job outside of programming; your program remains your top priority. Your work hours may NOT interfere with your program hours/schedule. If at any time your job begins to interfere with your ability to complete program work or attend program requirements, you will no longer be allowed to hold a job.

ERP Programming

Activity Groups (in accordance with Wisconsin Administrative Code DOC 309.365)

Activity groups occur Monday through Thursday from 3pm-3:35pm. These groups are voluntary and you must sign-up for them ahead of time. Activity groups will vary in activity and leader. If you are signed up, you must attend. You are not allowed to sign other programmers up, and you are not allowed to cross any names off of the list.

Phone Calls (in accordance with Wisconsin Administrative Code DOC 309.39)

On Housing Unit:

1. Phone calls are only allowed during non-program hours when the dayrooms are open. Phones are not allowed to be utilized during program hours and this applies to ALL individuals residing on the D-Unit. If you are awaiting release or awaiting your program to start, you may NOT make phone calls during program hours, as the dayrooms are closed during program hours.

Room/Living Quarter Rules (in accordance with Wisconsin Administrative Code DOC 309.245)

Wake Up Times:

1. Program Participants must be up, dressed, and groomed, with beds made from 6:45am to 8:00pm. Greens are to be worn from 8:00am until 11:30am and from 1:00pm until 3:00pm.
2. Program Participants are required to wear their greens and shoes whenever they are in the Administrative area and hallway.

Bathrooms & Showers: (in accordance with Wisconsin Administrative Code DOC 309.24)

1. Program Participants may shower before 8am and after 3pm, except during meals and count.
2. Program Participants not active in programming may shower between 5:30am-10pm except during meals and count.
3. There is to be no talking or conversation in the bathrooms or showers at any time.
4. Program participants may be given permission from the Treatment Sergeant to shower after returning from community service.
5. If you go to the gym on Friday afternoons and participate for 30 to 45 minutes, you may shower before 3:00pm, upon your return from the gym. Otherwise you need to wait until after 3:00pm.

Personal Laundry: (in accordance with Wisconsin Administrative Code DOC 309.40)

1. There will be no use of the laundry room between 9:30pm and 5:30am.
2. No placing or removing another Program Participants' clothing into or from the washer or dryer.
3. Please clean lint out of traps after each use.
4. Washing and drying of clothing is not allowed during program hours.

5. There is a sign-up sheet for laundry times on each of the wings. It is your responsibility to sign up for a slot.
6. Each washer or dryer load will use one token, the equivalent of \$0.25. Each Program Participant will receive two free tokens every week to wash their institution clothing. Additional tokens will need to be purchased by the Program Participant.

Unit Rules: (in accordance with Wisconsin Administrative Code DOC 303)

1. It is your responsibility to be familiar with the rules. Do not ask security or other staff members to change the rules for you or your group members. Ignorance of the rules is no excuse.
2. Make sure you return all treatment workbooks upon completion or termination from the program. If you fail to return the Treatment workbooks - Seeking Safety, Helping Women Recover, and Beyond Violence you will be charged for the replacement cost.
3. When you leave the D-Unit (are released or moved to a different floor), return your ERP handbook to security staff.
4. No talking while in any lines.
5. No gossiping. Gossiping is defined as idle talk or rumor, especially about the personal or private affairs of others. It forms one of the oldest and most common means of sharing (unproven) facts and views, but also has a reputation for the introduction of errors and other variations into the information transmitted. Discussion of any group occurrences outside of group would be considered a violation of confidentiality.
6. No racial slurs, derogatory comments, or disrespect is permitted at any time.
7. No loitering at any time. (Refer to REECC Handbook)
8. Officers' Station is closed during shift change (15 minutes prior to and 15 minutes after change of shift)
Exception: An emergency.
9. Curfew is 10:15pm. All unit activity ceases at 10:15pm, and Program Participants are to be in their room.
10. Bathrooms, showers, laundry, and day space are NOT open until 5:30am. To utilize any of these facilities prior to 5:30am you must have staff permission.
11. There is NO signing in or out for others. This is NOT allowed in any circumstance. You must also sign in and out when attending group on the unit.
12. If you sign up for support groups, you must attend. You are not allowed to cross your name off. Only exceptions are an unexpected visit or lay-in.
13. All support groups will only be held when an outside facilitator or staff member is present. All support group rosters are to be turned into the Treatment Sergeant upon completion. There is a drop box outside of the Treatment Sergeant's office door.
14. No food or flavored drinks allowed during program hours. You may get ice during scheduled breaks. Only a water cup with a lid is allowed during groups.
15. No candy in any groups, including in room study.
16. You may not leave group for any reason once your group has started. If you have a medical issue, you must obtain a slip from HSU. Any bathroom needs should be attended to prior to the start of group or when you are dismissed for break.
17. All homework, group work, or group projects are to be completed as assigned and turned in by their due date.
18. It is mandatory for everyone in ERP to attend at least 1 support meeting, 1 time per week.
19. Program Participants may only use the day room on their living unit.
20. Program Participants not active in programming are NOT allowed to use the dayroom during program hours.
21. The last person to leave the dayroom is to turn off the TV and close the window. No feet on the tables, no tipping back on chairs, and no lying down on dayroom furniture.
22. There is no use of microwave during group study hours or group study breaks. Microwave should be cleaned after every use.
23. Program Participants are not to braid or style each other's hair unless they are roommates.
24. Program Participants are not allowed to talk door-to-door or congregate at another Program Participant's door (i.e. door visiting)

25. Posters, cutouts from magazines, are approved, as it is part of the curriculum. You have to be compliant with the designated amount.

Room Rules: (in accordance with Wisconsin Administrative Code DOC 309.40)

1. Do not hang things from lampshades or window knobs, or tape/tack things to any of the surfaces or furniture in the programmers' rooms.
2. Program Participant rooms must be neat and organized before exiting room for the day. All property including treatment material and personal property cannot be on your bed. Do not exceed the amount of property allotted.
3. Beds are to be made by the time you leave your room, daily. Sunday – Saturday.
4. Any room in use must have lights on during waking hours including housing room.
5. Program Participant storage rules will be determined upon room assignment.
6. You are only allowed to go into your own lock box/ wardrobe cabinet/ closet.
7. Spray bottles, gloves, rags, brooms, and any other cleaning supply are not to be kept in your rooms. Leave tops on spray bottles while using.

Use of Personal Electronics: (in accordance with Wisconsin Code DOC 309.20)

1. Radios and TV's must be used with headphones at all times. Television may not be on during program hours and there is NO use of the tablet during program hours.
2. Program Participants not active in programming may watch their personal TVs with headphones all day.

Controlled/Prescribed Medication Distribution (in accordance with Wisconsin Code DOC 303.58)

Medications:

1. Medication/Diabetic needs: Follow the direction of security staff. Do not report earlier for medications unless specifically instructed differently by security staff.
2. No talking in the medication lines.

Medication Distribution: SEE REECC HANDBOOK

Mail & Property: SEE REECC HANDBOOK

Dress Code: SEE REECC HANDBOOK

Footwear

1. After 3:00pm on weekdays and all day on the weekend, you may wear your socks with slippers on the housing units.
2. Individuals not active in programming may wear their slippers, except when called to Administrative Hallway.
3. You must be dressed in shoes when in the administrative hallway and administrative office area. No slippers allowed in this area.

Movement (in accordance with Administrative Code DOC 303)

1. There is no talking in ERP Administrative Hallway at any time, including when you walk to/from group or class.
2. Individuals must wait to be called for group, no lining up without prior permission. You may not enter any group room until the group facilitator is present or unless instructed to do so by your facilitator. You may not stand in ERP Administrative hallway for any reason.
3. Program Participants are not allowed to walk down to the ERP Administrative offices unless called by their facilitator. A facilitator must be present for you to go past the officer station area. If you are called but no staff member is present in the hallway, wait by the officer's station until staff is present to waive you down to the office area.
4. On Training Days there will be no Program Participant movement without a staff escorting individuals to their designated location.

Health & Safety: SEE REECC HANDBOOK

Program Expectations

Engage in respectful and healthy interactions with peers:

- Use appropriate language and respectful peer interaction
- Be respectful of cultural/racial differences
- Use appropriate physical boundaries
- Respect for peer property
- Respect for peer personal information (confidentiality expectations)

Engage in respectful and healthy interactions with staff:

- Use respectful language
- Follow staff direction
- Practice appropriate boundaries (e.g., with physical space, staff time, staff personal life)

Follow program expectations related to self-care and pro-social skill building:

- Respect for personal safety
- Appropriate use of own property
- Maintain appropriate hygiene
- Follow the daily schedule
- Refrain from gang-related activities or gestures
- Attend all scheduled treatment assessments and programming
- Attend all scheduled educational assessments and programming
- Meet employment expectations related to attendance and job duties

Follow program expectations related to building and inmate safety/security and program structure:

- Be respectful of the physical property of the building
- Sign in and out of the unit
- Follow scheduling expectations
- Remain drug/alcohol/substance abuse free
- Keep the environment free from contraband
- Appropriate movement
- Follow the program's dress code
- Refrain from gambling.

Fire & Other Emergency Procedures: SEE REECC HANDBOOK

Behavior Recognition Points (*Incentive Points*)

A recognition point is given to a program participant at any time for engaging in pro-social behaviors. Points will be awarded to the Program Participant based on staff observing the individual doing something pro-social. Incentives will help to reinforce Program Participants that are choosing to follow the program expectations, and engage in appropriate behavior. This system will provide intermittent reinforcements to increase pro-social behavior and to assist Program Participants in meeting program expectations.

Examples include:

- A Program Participant who typically struggles with participating in group may be given a point for doing a great job participating.
- Volunteering to do extra work.
- Disengaging from an argument.
- A Program Participant who typically has difficulty accepting feedback; however accepts feedback positively.
- Respect
- Responsibility
- Fairness
- Assertiveness
- Helping a peer or staff

Guidelines:

- Any Program Participant may receive a point for engaging in pro-social behaviors. This includes individuals who are currently serving a consequence.
- Points are only valid if they have the staff’s name, staff’s initials, the date, and a statement of what the pro-social behavior was that the staff was reinforcing.
- Staff will give 1 point for each pro-social behavior.
- Point system will be on a continual basis for each Program Participant throughout their ERP program.
- Program Participants will be allowed to redeem their incentive points through their assigned facilitator as long as they have sufficient point to do so.
- Program Participants may also choose to save their points.
- The points will be recorded by the staff person who observed the behavior; it is important to fill out the log entirely. The staff member should identify the reason the Program Participant received the points.
- Any Program Participant that has met a milestone linked to pro-social behavior (*obtaining GED/HSED, completion of vocational education classes, etc.*) will earn 3 incentive points.

ERP Incentive List—Points Needed to Redeem Incentive

INDIVIDUAL	Point Value
Bring drink, other than water to group	3
Check out additional books (resource library)	3
Wear greys all day (1 day)	5
Movie night in group room (requires minimum of 4 people)	8
Game night in group room (requires minimum of 4 people)	8
Wear greys all day for 1- week. (Grey top and Grey pants – no shorts)	10
Speak at Graduation	15
GROUP	
Use of radio during group project (minimum 1pt per person)	12
Wear greys for 1 day – whole group (minimum 2pts per person)	25
Wear greys for whole week – whole group (minimum 5pts per person) (Grey top and Grey pants – no shorts)	60

** The entire group will participate in the Group Activities

** For Group Activities, the points can be contributed by any group members, with the exception of the minimum number needing to be contributed.

** All group incentives must be facilitator approved to ensure scheduling needs.

Behavioral Management

Similar to reinforcements, consequences are used by staff to provide Program Participants with assistance in engage in more pro-social and appropriate behavior. The purpose of consequences is to decrease or extinguish unhealthy behavior. Consequences should be applied consistently and in a timely fashion to have the best effect. Staff will be responsible for monitoring Program Participants' behavior and applying consequences. Staff should learn (and teach Program Participants) the program expectations, and follow the consequence grid when applying a consequence to a behavior.

Consequence Grid

The following represents the consequences that are to be applied to individuals that fail to follow program expectations. The consequences are graduated so that the more problematic rule violations are accompanied by a high level of consequences.

Guidelines:

- Consequences are delivered at the level of violation
- Staff should apply a consequence that falls within the level of the violation
- Low level and moderate level consequences are to be applied at the time of the violation, by any staff person
- For low and moderate level violations, staff may provide individuals with a warning before issuing a consequence.
- High level consequences are determined by the staff person observing the infraction, the treatment provider, security captain, and the program supervisor

Responsibilities:

All staff persons are responsible for monitoring and addressing behaviors.

The staff person that observes the behavior is responsible for ensuring that the behavior is documented and using effective authority strategies to address the behavior with the individual.

Violations and consequences should be communicated among staff and tracked via chronological documentation.

Individuals are expected to serve their consequence as assigned.

Consequence Level	Violation Level
<p>High Level</p> <p>Termination Major Conduct Report Privilege Restriction (i.e. loss of dayroom) Extra Duty Restrictive Housing and/or Temporary Lock-up Status Behavior Contract</p>	<p>High Level</p> <p>Violating Group Confidentiality Threatening Behavior Inappropriate behavior during off-grounds activities Continued violation of behavior contract Behavior punishable by a major conduct report defined by the DOC 303.</p>
<p>Moderate Level</p> <p>Privilege Restriction (less days than high level) Extra Duty Minor Conduct Report Verbal Redirection Written Warning – documented in warning database Treatment Assignment (requiring more time than low level) Behavior Contract</p>	<p>Moderate Level</p> <p>Absent from group with no excuse Missing support group meetings Sleeping, watching TV, engaging in other inappropriate behavior during program hours Not following through with house jobs Disruptive in group Dishonesty Gossiping Allowing another programmer to place money on your account/ordering canteen for another programmer Behavior punishable by a minor conduct report as defined by the DOC 303</p>
<p>Low Level</p> <p>Loss of privileges for 1 day Extra Duty (minimal amount) Minor conduct report Verbal redirection Written Warning Treatment Assignment Behavior Contract</p>	<p>Low Level</p> <p>Turning in homework late Having food or beverages in group Inappropriate use of group time Inadequate work/study Not participating in group Violating dress code expectations Inappropriate use of supplies</p>

Protocol for Incentives

Bring drink other than water into group

You may bring a drink other than water to group for an entire day. You are to inform your treatment facilitator that you will be using your points for this and they will inform you of the day you can redeem this incentive. You are not to share your drink with other group members.

Check out an additional book from the resource library

You may check out one additional book from the resource library. You are to inform your treatment facilitator when you would like to redeem this incentive. The group member assigned to checking out material will be notified that you are allowed to check out an additional book.

Wear greys all day for one day

You may wear your greys for an entire day (including to group). You are not able to wear your grey shorts; you must wear grey pants and grey top. You must put your greens on if you are called to the main building for HSU, PSU, court calls, etc. You are to notify your treatment facilitator of when you would like to redeem this incentive.

Movie night in group room

You may request to check out a movie and watch the movie in a group room outside of program hours. There must be 3 other individuals (for a total of at least four) who also have enough points to redeem this incentive. As a group, you must decide on a movie you would like to watch (based on what is available). You will provide this information to your treatment facilitator and they will arrange the time and place with security staff. You are responsible for appropriate behavior and any clean-up that is necessary.

Game night in group room

You may request to check out a game and play the game in a group room outside of program hours. There must be 3 other individuals (for a total of at least four) who also have enough points to redeem this incentive. As a group, you must decide on what game you would like to play (based on what is available). You will provide this information to your treatment facilitator and they will arrange the time and place with security staff. You are responsible for appropriate behavior and any clean-up that is necessary. You are also responsible for the care of the game.

Wear greys all day for one week

You may wear your greys all day for an entire week (including to group). You are not able to wear your grey shorts; you must wear grey pants and grey top. You must put your greens on if you are called to the main building for HSU, PSU, court calls, etc. You are to notify your treatment facilitator of when you would like to redeem this incentive.

Speak at graduation (your graduation)

This incentive includes giving a 5-7 minute speech at your graduation ceremony. If you choose to redeem this incentive, your speech must be written prior to graduation and it must be approved by your facilitator and the

program supervisor. If your behavior and progression throughout program has not been appropriate, this incentive will be denied, even if you have enough points.

Use of radio during group project

You may listen to the radio while working on a group project in the group room. The radio will be provided by staff, no use of personal radios allowed. In order to redeem this incentive, each individual in your group must be willing and able to put at least 1 point towards this incentive. Redeem this incentive by discussing with your treatment facilitator.

Wear greys for 1 day – whole group

You may wear your greys for an entire day (including to group). You are not able to wear your grey shorts; you must wear grey pants and grey top. You must put your greens on if you are called to the main building for HSU, PSU, court calls, etc. You are to notify your treatment facilitator of when you would like to redeem this incentive. Each group member must be willing and able to put at least 2 points towards this incentive.

Wear greys for the whole week – whole group

You may wear your greys all day for an entire week (including to group). You are not able to wear your grey shorts; you must wear grey pants and grey top. You must put your greens on if you are called to the main building for HSU, PSU, court calls, etc. You are to notify your treatment facilitator of when you would like to redeem this incentive. Each group member must be willing and able to put at least 5 points towards this incentive.