

## **Primary Programs** [Back to Top](#)

The Department of Adult Institutions (DAI) offers six primary treatment programs to person(s) in our care (PIOC). When a COMPAS Assessment and other screening tools are completed, a risk level and a list of needs are identified for each PIOC. All of these are connected with recidivism and can be targeted for change. Through the use of treatment and programming, these needs can be met to reduce a person's risk of reoffending. Various primary treatment and education programs are offered at all three custody levels (Minimum, Medium, Maximum), listing of available primary programs can be found in the Wisconsin Department of Corrections Opportunities and Options Resource Guide. The guide provides program descriptions to staff and PIOC on treatment and education programs, including non-primary program options available at each site.

The Bureau of Classification and Movement (BOCM) will document the need for all primary programs during the initial classification process and/or subsequent reclassification hearings.

Primary Programs include:

- Substance Use Disorder (SUD) (Including the Earned Release Program (ERP) and the Challenge Incarceration Program (CIP))
- Anger Management Program
- Cognitive Behavioral Program (CBP)
- Domestic Violence Program (DV)Employment
- Sex Offender Treatment (SOT)
- Adult Basic Education
- Vocational Programs

### **Social Worker/Treatment Specialist Responsibilities:**

Social Worker/Treatment Specialist/Designee at individual sites assign program start and end dates (BOCM manages reservation dates for ERP and CIP based upon program dates provided by the site); program providers at individual sites facilitate

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programming. The Social Worker/Treatment Specialist may work in partnership with BOCM to ascertain whether or not a further programming need may be added.

Social Worker/Treatment Specialist/Designee shall utilize Wisconsin Integrated Corrections System (WICS) to establish a list of potential PIOC to be considered for enrollment into primary programs. To do this, go to WICS – Prison (tab on top) – Programs (link on left) – Program Status Search (link on left). You will then select the appropriate information for the following drop boxes: Program/Education Category, Current Facility, Tracking Status (Wait List). Once the wait list is generated, click on MR/ES in order to arrange in ascending order. This assists with offering program to those closest to release first, in order to best meet the needs of PIOC.

Social Worker/Treatment Specialist/Designee shall interview waitlisted PIOC for program participation until the sites pre-determined number of program participants has been reached, and complete with the PIOC the DOC-2439 Primary Program Status Participation/Refusal/Withdrawal form or the DOC- 2439S Estado De Programas Primarios Participación/Rehúso/Retiro to document PIOC participation, refusal and withdrawal from all primary programs. Social Worker/Treatment Specialist/Designee shall meet and discuss with PIOC any request to withdraw from the program. Any request to withdraw shall not be honored for at least 24 hours, to afford PIOC an opportunity to reconsider their decision. If PIOC decides to withdraw after a minimum of 24 hours has elapsed, Social Worker/Treatment

Specialist/Designee shall review and obtain PIOC signature on DOC- 2439- Primary Program Status Participation/Refusal/Withdraw or DOC- 2439S Estado De Programas Primarios Participación/Rehúso/Retiro, Document to be scanned into EMR for a PIOC withdrawing from a SUD program.

Social Worker/Treatment Specialist/Designee shall complete with the PIOC DOC-1408 Inmate Work Program Placement to document PIOC program placement, removal, transfer, and refusals for all primary programs.

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Social Worker/Treatment Specialist/Designee shall update PIOC program status in WICS when there is a change in status. WICS status updates cannot be predated and are to be entered on the event date when possible, but no later than 3 days after the event date. Program enrollment shall be entered in WICS upon start of the program, not upon date of PIOC agreeing to program.

Social Worker/ Treatment Specialist/ Designee shall enter a note into COMPAS when any of the following program circumstances occur: enrollment, refusal, withdrawal, termination, or completion. Program participation/progress and counseling regarding attitude/performance shall also be documented in COMPAS (with the exception of SUD/ERP/CIP, which is documented in the Electronic Medical Record (EMR)). Program holds may be placed in WICS upon program enrollment, as determined by the program provider, to ensure PIOC do not transfer to another facility prior to program completion. A Program hold shall be removed upon program completion, termination or withdrawal

Depending on institution specific procedure, upon completion of a primary programming need, a PIOC may be provided with a certificate.

### **Substance Use Disorder (SUD) Program**

Social Worker/Treatment Specialist/Designee shall complete all of the steps listed above and shall follow the guidelines laid out in DAI 300.00.11 Substance Use Disorder - Earned Release Program and/or DAI 300.00.12 Challenge Incarceration Program.

Social Worker/Treatment Specialist shall review with PIOC and obtain signature on DOC-1923 Limits of Confidentiality. Document is to be scanned into EMR.

Social Worker/Treatment Specialist shall review with PIOC and obtain signature on DOC 3794 Informed Consent Substance Use Disorder Treatment. Document is to be scanned into EMR.

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Social Worker/Treatment Specialist shall document program participation, progress, counseling, interventions, and other relevant information on the Substance Use Disorder Progress Note (in EMR) at least weekly.

Social Worker/Treatment Specialist shall complete a DOC- 3750 Treatment Plan within the first two weeks of programming. DOC-3750 Treatment Plan shall be updated throughout program and finalized with updated results at the completion of program. Document to be approved by the Clinical Supervisor and scanned into EMR.

Social Worker/Treatment Specialist shall evaluate PIOC program progress midway through the program in EMR utilizing Programming Participant Evaluation. DOC-3746 Security Participant Evaluation shall be provided to a uniform staff member to be completed and returned to the Social Worker/Treatment Specialist and scanned into EMR.

Social Worker/Treatment Specialist shall discuss with Program/Clinical Supervisor any PIOC progress barriers. A DOC 3741 Program Behavior Contract Bilingual can be considered as a program intervention. Document to be printed, signed by Clinical Supervisor and PIOC, and scanned into EMR.

Social Worker/Treatment Specialist shall discuss with the Program/Clinical Supervisor any recommendations for termination. Program/Clinical Supervisor shall make the final decision regarding termination. Program/Clinical Supervisor and Social Worker/Treatment Specialist shall meet with the PIOC to provide reason for the decision. Social Worker/Treatment Specialist shall complete a Substance Use Disorder Program General Termination Removal Summary (in EMR) or DOC 2742- Earned Release Program Challenge Incarceration Program Termination Removal Summary (printed and scanned into EMR) within 10 working days of the termination.

Social Worker/Treatment Specialist shall complete one of the following: Substance Use Disorder Program Low Risk Discharge Summary, Substance Use Disorder

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Program Female Low Risk Discharge Summary, Substance Use Disorder Program Moderate High Risk Discharge Summary, Substance Use Disorder Program Female Moderate High Risk Discharge Summary. Document is to be completed in EMR within 10 working days of PIOC completion of the program.

Social Worker/Treatment Specialist shall review and obtain PIOC signature on DOC 1163A- Authorization for Use and Disclosure of Protected Health Information PHI for release of any SUD treatment documentation outside of the treatment program. Document to be scanned into EMR.

### **References/Resources:**

[Opportunities and Options Resource Guide](#)

DAI 300.00.25 Primary Program Status

DOC- 2439 Primary Program Status Participation/Refusal/Withdrawal

DOC- 2439S Estado De Programas Primarios Participación/Rehúso/Retiro

DOC- 1408 Inmate Work Program Placement

DOC-1923 Limits of Confidentiality

DOC 3794 Informed Consent Substance Use Disorder Treatment

DOC- 3750 Treatment Plan

DOC 3741 Program Behavior Contract Bilingual

DOC 2742- Earned Release Program Challenge Incarceration Program Termination Removal Summary

DOC 1163A- Authorization for Use and Disclosure of Protected Health Information PHI

DAI 300.00.11 Substance Use Disorder- Earned Release Programs

DAI 300.00.12 Challenge Incarceration Program