



**DEPARTMENT OF CORRECTIONS
PROBATION AND PAROLE DIVISION
OPERATIONAL PROCEDURE**

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| Procedure No.: PPD 1.6.300 | Subject: STATISTICAL AND CONTRACTOR REPORTS | |
| Reference: 53-1-203, MCA | Page 1 of 3 plus attachments | |
| Effective Date: 06/23/15 | Revision Dates: | |
| Signature / Title: /s/ Kevin Olson, Probation and Parole Division Administrator | | |

This procedure is referenced as ACCD 1.6.200 Statistical Reports in Section 2.A.1. Program Requirements and Design; Performance Measures; Statistical reports, and ACCD 1.6.200 Statistical Reports, ACCD 1.6.201 Outcome Measures, and ACCD 1.6.300 Contractor Reports in Section 2.A.2. Program Requirements and Design; Performance Measures; Outcome Measures, in the following contracts: Alternatives, Inc., Butte Prerelease, Gallatin County Reentry Program, Helena Prerelease, Passages, Connections Corrections Program (CCP), Elkhorn, Nexus, START, and WATCH Contract.

I. PURPOSE:

The Probation and Parole Division will collect data regarding its programs and facilities to ensure offenders are receiving services that enable a successful return to the community and that placement of offenders in facilities is documented and consistent.

II. DEFINITIONS:

Contract Manager – The Department’s employee(s) who acts as the liaison for services and monitors the contractual agreements between the Department and PPD contract treatment facilities and prerelease centers.

PPD-Probation and Parole Division – The Division oversees the Probation & Parole regional offices, interstate transfers, and the facilities providing assessments and sanctions, training, prerelease, and treatment services.

Recidivism Rate – The rate at which adult offenders return to prison in Montana for any reason within three years of release from prison. Each release can have only one corresponding return.

Return Rate – The rate at which adult offenders enter or return to an adult community correctional facility or prison in Montana for any reason within three years of release from any correctional facility.

III. PROCEDURES:

In order to assist the Department in collecting useable and measurable data on offenders participating in PPD programs, facilities will provide necessary, consistent information by submitting the correct forms and other written reports as required by the Department. Required forms and written reports will be submitted to the PPD in a timely manner. Whenever possible, reports shall be submitted electronically in WORD and/or PDF format to either the Contract Manager at the appropriate mailbox and using the appropriate subject line format.

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A. STATISTICAL REPORTS

1. PPD contract facilities will provide statistical reports of its programs. The reports will not be offender-specific, but will include information related to program effectiveness and quality assurance and will be coordinated with the Contract Manager as requested.
2. Specific statistical information may be used to determine return rates or recidivism rates, or to respond to special requests from the Department or other government agencies.
3. Measures to be tracked by each facility during the fiscal year and reported to the PPD include, but are not be limited to, the following information:
 - a. Screening information, including acceptance and denial rates;
 - b. Number of offenders who entered the program;
 - c. Number of offenders who completed the program ;
 - d. Age of offenders;
 - e. Ethnicity of offenders;
 - f. Sources of offender referrals;
 - g. Number of treatment hours completed; and
 - h. Escape/Walk-away statistics.
4. Reports must be submitted to the PPD during the first quarter of the next fiscal year.

B. CONTRACTOR REPORTS

1. To better review, process, and retain submitted forms and reports, email addresses will be used to submit request forms and written reports. Subject lines for each email address will contain specific information based on the address being used. See *PPD 1.6.300(A) Email Subject Lines-Contractor Reports* (attached).
2. *PPD 1.6.300(B) Submission Schedule for Contractor Reports* (attached) must be used as a summary of reports, invoices, and other submissions each contractor is required to submit. All submissions will be completed within ten (10) working days of the due date unless specific timeframes are given, using the appropriate email address and the appropriate email subject line pursuant to *PPD 1.6.300(A) Email Subject Lines-Contractor Reports* (attached).

C. PROGRESS REPORTS AND DISCHARGE SUMMARIES

1. All progress reports and discharge summaries will be completed on *ACCD 4.1.100(F) Progress/Summary Report*. Each *Report* will be submitted in an individual email by offender to the appropriate email address and with appropriate email subject line (see *PPD 1.6.300(A)* attached).
2. If an offender's stay at a facility extends beyond the program-specific authorized length of stay, contractor must submit progress reports to PPD every 30 days until the offender is released or terminated from the program.
3. A prerelease center initial progress report will be submitted 120 days after an offender has obtained residency at the center. Progress reports are due at 180 days of residency and every 30 days thereafter.

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4. Progress notes will be maintained on all offenders. Progress notes will provide documentary evidence of person-to-person services provided to the offender; document the progress the offender makes in attaining goals; and record modifications to the offender's individualized treatment plan and the reasons for such modification.
5. The Department reserves the right to request more frequent progress reports on problematic or special needs offenders.
6. Contractor shall complete a final Discharge Summary on each offender using *ACCD 4.1.100(F) Progress/Summary Report*, and submit the *Report* to the appropriate Contract Manager at coraccdreports@mt.gov within ten (10) days of the offender's release or termination. A copy of this report will also be forwarded to the Prerelease Center (if applicable) and, in the case of offenders being released to supervision, the Probation & Parole office that will supervise the offender.
7. For treatment programs, the *Progress/Summary Report* completed for a Discharge Summary will include progress and final placement within current ASAM placement criteria; an account of the offender's response to treatment; a review of the individualized treatment plan and corresponding progress; resolution of identified problems; specific foundation errors and core beliefs identified and addressed; progress in specialty groups and classes attended; and treatment overview, concerns, and continuum of care recommendations, including an individualized aftercare plan.
8. Contractor shall retain all original reports in offenders' records.
9. Facilities will not release this information without first receiving approval from the Department.

IV. CLOSING:

Questions regarding this procedure should be directed to the Contract Manager.

V. FORMS:

PPD 1.6.300(A) Email Subject Lines-Contractor Reports
PPD 1.6.300(B) Submission Schedule for Contractor Reports



**MONTANA DEPARTMENT OF CORRECTIONS
PROBATION AND PAROLE DIVISION**

EMAIL SUBJECT LINES FOR CONTRACTOR REPORT SUBMISSIONS

1. corlos@mt.gov Length of Stay (LOS); Pre-authorized Extended Stay Requests
Subject Line Facility: offender last name, first name, DOC #: LOS or Pre-authorized Stay
(ex. Helena PRC: Doe, John, #1234567: Preauthorized Stay)
2. cormed@mt.gov Mental Health Medication Request
Subject Line Facility/P&P: MH Meds: offender last name, first name
(ex. Passages: MH Meds: Doe, John)
3. cormhsvs@mt.gov Mental Health Services Request
Subject Line Facility/P&P: MH Services: offender last name, first name
(ex. GFPRC: MH Services: Doe, John)
4. correquests@mt.gov Travel Permits; Stipend, Special Needs and Reentry Funds Requests;
Inmate Worker Authorization; Transitional Living Program Waivers;
Driving Requests
Subject Line Facility/P&P: offender last name, first name, DOC #: request
(ex. Billings P&P: Doe, John, DOC #1234567: Reentry Funds Request)
5. coraccdreports@mt.gov Screening Reports; Disciplinary Reports; Grievance Reports; Mental
Health Services Reports; UA Screening Reports; PREA Incident
Reports; Daily Reports; Policy/Procedure Review Forms;
Annual/Quarterly Reports
Subject Line Facility: Report name and date
(ex. MPRC: October Grievance Report)
(ex. ETC: Daily Report 1-11-11)
Progress/Summary Reports; Escape/Walk-Away Notification;
Termination Reports;
Subject Line Facility: offender last name, first name: report
(CCP E: Doe, John: Discharge Summary)
6. corao@mt.gov Administrative Transfers; Overrides
Subject Line Offender last name, first name, DOC #, facility/P&P, request
(ex. Doe, John, #1234567, START, Admin Transfer)

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**MONTANA DEPARTMENT OF CORRECTIONS
PROBATION AND PAROLE DIVISION**

SUBMISSION SCHEDULE FOR CONTRACTOR REPORTS

1. REPORTS TO BE SUBMITTED IMMEDIATELY

| | <u>Report Type:</u> | <u>Timing:</u> | <u>Submit to:</u> | |
|------------------------|--|--|--|--|
| All Facilities: | PREA: <i>DOC 1.1.6 Attachment Incident Report Form</i> | within 1 hour | Command Post/Contract Manager | |
| | Criminal Conduct: <i>DOC 1.1.6 Attachment Incident Report Form</i> | within 1 hour | Law Enforcement/Contract Manager | |
| | Offender Death: <i>DOC 1.1.6 Attachment Incident Report Form</i> | within 1 hour | Director/Contract Manager/CSD | |
| | Escape/Walk-Away: <i>ACCD 3.2.100(C) Escape/Walk-Away Incident Report</i> | within 2 hours | Command Post/Contract Manager | |
| | Screening Report | 3 business days | coraccdreports@mt.gov | |
| | Inspection Violations | 5 working days | coraccdreports@mt.gov | |
| | Sub-Contracts | 5 working days | coraccdreports@mt.gov | |
| | Discharge/Termination Summary <i>ACCD 4.1.100(F) Progress/Summary Report</i> | 10 working days after departure | coraccdreports@mt.gov /Field File | |
| | Preauthorized Extended Stay <i>ACCD 5.1.102(D) Preauthorized Extended Stay Request</i> | <u>prior</u> to program's specified length of stay | corlos@mt.gov | |
| | Inmate Worker Request: <i>ACCD 5.1.101 (A) Inmate Worker Request Form</i> | as needed | correquests@mt.gov | |
| | Continuous Quality Improvement | upon request | Contract Manager/CSD | |
| | Cost Containment | upon request | Contract Manager/CSD | |
| | GFPRC: | Booter Status Report | weekly | TSCTC |
| | | Length of Stay Request <i>ACCD 5.1.102(B) or (E)</i> | as needed | corlos@mt.gov |
| Missoula PRC: | Length of Stay Request <i>ACCD 5.1.102(B)</i> | as needed | corlos@mt.gov | |

2. REPORTS TO BE SUBMITTED MONTHLY

| | <u>Report Type:</u> | <u>Timing:</u> | <u>Submit to:</u> |
|------------------------|--|--|--|
| All Facilities: | Billing Invoice | 10 th of month | CORContractBeds@mt.gov |
| | Disciplinary Report | monthly | coraccdreports@mt.gov |
| | Grievance Report: <i>ACCD 3.3.300 (I) Monthly Grievance Report</i> | monthly | coraccdreports@mt.gov |
| | Inmate Worker Report | monthly | coraccdreports@mt.gov |
| | LOS Justification <i>ACCD 4.1.100(F) Progress/Summary Report</i> | <u>after</u> program's specified length of stay/every 30 days thereafter | coraccdreports@mt.gov |

SUBMISSION SCHEDULE FOR CONTRACTOR REPORTS (continued)

REPORTS TO BE SUBMITTED MONTHLY (continued)

| | <u>Report Type:</u> | <u>Timing:</u> | <u>Submit to:</u> |
|---------------|---|--|--|
| WATCH: | WATCH Utility Invoice | monthly/quarterly | Contract Manager/Fiscal |
| PRCs: | Progress Reports <i>ACCD 4.1.100(F) Progress/Summary Report</i> | at 180 and 210 days of residency/every 30 days thereafter | coraccdreports@mt.gov |
| CAP: | Progress Reports <i>ACCD 4.1.100(F) Progress/Summary Report</i> | at 6, 12, and 18 months | coraccdreports@mt.gov |

3. REPORTS TO BE SUBMITTED QUARTERLY

| | <u>Report Type:</u> | <u>Timing:</u> | <u>Submit to:</u> |
|-----------------|--|--|--|
| CCP/ADT: | 60/90 Day | Oct 21; Jan 21; Apr 21; Jul 21 | coraccdreports@mt.gov |
| PRCs: | Mental Health Tracking Initial Progress Reports <i>ACCD 4.1.100(F) Progress/Summary Report</i> | Oct 21; Jan 21; Apr 21; Jul 21 at 120 days of residency | CORContractBeds@mt.gov coraccdreports@mt.gov |

4. REPORTS TO BE SUBMITTED ANNUALLY

| | <u>Report Type:</u> | <u>Timing:</u> | <u>Submit to:</u> |
|--------------------------|--|--|---|
| All Facilities: | Programming Report | Jan 21; Jul 21 | coraccdreports@mt.gov |
| | Emergency Operations Plan | July 31 | coraccdreports@mt.gov / Emergency Preparedness Planning Manager |
| | Escapes/Walk-Aways <i>ACCD 3.2.100(E) Escape/Walk-Away Reporting</i> | July 31 | coraccdreports@mt.gov |
| | Fees Charged to Offenders | July 31 | coraccdreports@mt.gov |
| | Fines/Fees/Restitution | July 31 | coraccdreports@mt.gov |
| | Fiscal Year-End Reports | July 31 | mailed to PPD |
| | Personnel Policy/Procedures | July 31 | coraccdreports@mt.gov |
| | Staffing Plan/Pattern | July 31 | coraccdreports@mt.gov |
| | Training Plan | July 31 | coraccdreports@mt.gov |
| | UA Screening Policy | July 31 | coraccdreports@mt.gov |
| | UA Testing Report | July 31 | coraccdreports@mt.gov |
| | Financial Audit | December 1 | PPD Budget Analyst |
| | Worker's Comp | upon renewal | Contract Management Bureau |
| | Insurance | upon renewal | Contract Management Bureau |
| | Facility Condition Inventory | annually | coraccdreports@mt.gov |
| Offender Expenses | upon request | coraccdreports@mt.gov | |