



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

Procedure No.: PPD 5.1.100	Subject: PROGRAM STRUCTURES
Reference: DOC 5.4.1; 53-1-203, MCA	Page 1 of 6
Effective Date: 06/23/15	Revision Dates:
Signature / Title: /s/ Kevin Olson, Probation and Parole Division Administrator	

This procedure is referenced as *ACCD 5.1.202 PRC Program Structure* in Section 2.C.1. Program Requirements and Design; Programming and Curriculum, in the following contracts: Alternatives, Inc., Butte Prerelease, Gallatin County Reentry Program, Helena Prerelease, and Passages.

This procedure is referenced as *ACCD 5.1.300 Treatment Program Structure* in Section 2.C. Program Requirements and Design; Programming and Curriculum, in the following contracts: Connections Corrections Program (CCP), Elkhorn, Nexus, START, and WATCh Contract.

This procedure is referenced as *ACCD 1.2.700 Offender Money Management* in Section 3.B. Offender Management; Offender fees/fines/R&B, 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's contract facilities will be structured to identify the treatment needs of offenders and provide the counseling and programming to meet those needs.

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.

Criminogenic – Producing or tending to produce crime or criminals.

Expenses – Include room, board, and service charges, medical and dental expenses, child support, court fines and fees, wages earned, taxes paid, and restitution.

Facility – The fully equipped and furnished location of a PPD program for the incarceration of offenders in accordance with the contract between the PPD and facility contractor.

Modified Therapeutic Community Model – Drug-free residential group settings used in correctional populations that are organized and structured to simulate a healthy family environment, while holding offenders accountable for their criminal conduct. Teaches offenders how to live and function within the larger society and their own families in a sober and pro-social manner. Treatment demonstrates the ripple effects of unwise behavior, instills constructive conduct, and improves communication skills.

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.

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Prison – Montana State Prison, Montana Women’s Prison, Great Falls Regional Prison, Dawson County Correctional Facility, and Crossroads Correctional Center.

III. PROCEDURES:

A. PRERELEASE CENTERS (PRC)

PRC programs offer an alternative to the direct release of an offender from prison or jail to the community and an alternative to prison in the placement of parole violators and offenders sentenced to the Department. These facilities and programs provide supervision, guidance, counseling, and an opportunity for the offender to adjust to the community in a gradual, controlled manner.

1. PRCs shall at a minimum provide offenders with the following:
 - a. Emergency and crisis intervention services;
 - b. An assigned staff member to meet with and advise that offender as directed by phase;
 - c. Case management between a case manager and one or more offenders;
 - d. Individual or group sessions directed toward a need or problem, such as health, education, family and interpersonal relationships, financial management, substance abuse, or sexual victimization; and
 - e. Guidance, instruction, and information relating to obtaining and maintaining gainful employment commensurate with the offender’s needs and abilities, including identification of job opening, arrangements for interviews, and transportation options as necessary.
2. An individualized program for each new offender will commence within 14 days of the offender’s arrival. The individualized program will:
 - a. Describe the offender’s treatment, vocational, educational, behavioral, and social expectations and goals;
 - b. Include measurable criteria of expected behavior and accomplishments, a time schedule for achieving specific goals, and scheduled progress reviews;
 - c. Be set forth in writing, signed by the offender and staff, and subject to review and approval by the Department.
 - d. Provide offenders with phase progression criteria subject to Department review upon request.
 - e. Include all treatment and aftercare as recommended by DOC treatment facilities. This information is included on continuum of care and discharge summary documentation.
 - f. Include all required court- or BOPP-ordered conditions and recommendations.
3. Depending on the needs of the offender, PRCs shall provide or make referral to individual and group counseling in substance abuse, employment, health, education, parenting, financial management, mental health, vocational rehabilitation, and evidence-based cognitive behavioral modalities of treatment.
 - a. Each PRC will submit a biannual report to the Contract Manager that outlines current programming available to offenders within the facility and programming available through referral to community resources.
 - b. PRCs will post, maintain, and periodically update a directory of community agencies available to assist offenders or will use a directory that is maintained and updated by another agency.

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4. PRCs shall ensure that case managers document all scheduled meetings with offenders in writing subject to review by the Department. Documentation should note offenders' progress in attaining goals relative to their individualized program, identified needs, and any other pertinent issues.
5. A written release program for each offender will be developed in conjunction with the Department.
 - a. The PRC will make all recommendations regarding an offender's release or continued stay at the facility in writing and will coordinate offender's release plans by submitting appropriate pre-parole planning paperwork, conditional release reports, and interstate compact requests in accordance with *P&P 120-1 Parole Placement and Investigation*, *P&P 150-6 Conditional Release of DOC Offenders*, and *P&P 130-1 Interstate Commission Transfers*.
 - b. PRCs will ensure case managers have appropriately investigated and verified offenders' release plans verbally or in writing prior to submission to Probation & Parole or the Interstate Compact Section.
6. Offender Accounts
Each PRC will provide the offenders with an offender account for the purpose of accounting for funds belonging to the offender.
7. Fees/Room and Board
Pursuant to Administrative Rules of Montana (ARM) §20.7.201, §20.7.202 and §20.7.204, PRCs may charge an offender for room, board, and services associated with the offender's stay.
 - a. PRCs will inform offenders in writing at the time of orientation of all applicable fees the offender will be charged.
 - b. Upon request, PRCs will submit reports to the Department showing the offender's monthly gross income, the number of days in the facility, and the offender's expenses.
 - c. An offender may be charged up to \$14.00/day for room and board each day of the offender's residence. Any additional percentage of an offender's net earnings will not be charged for room and board.
 - d. After an offender's absence from the PRC for seven (7) consecutive working days, the PRC will suspend the charge until the offender returns unless an exception is approved through the Contract Manager.
 - e. PRCs may charge an offender engaged in a Transitional Living Program up to \$4.00/day.
 - f. PRCs may require an offender to pay for damage to the facility, its equipment, furnishings, and fixtures.
 - g. PRCs have the discretion to forgive all charges, or any portion thereof, based on an assessment of the offender's ability to pay. The Department may, on a case-by-case basis and with written approval, pay the PRC for room and board fees of special needs offenders.
 - h. Pursuant to *PPD 1.6.300 Statistical and Contractor Reports*, PRCs will submit to the Contract Manager all applicable fees charged to offenders for approval no later than July 31st each year.
8. Court-Ordered Fines/Fees
Pursuant to §20.7.201 ARM, PRCs will develop and submit for Department approval procedures to document the collection of court-ordered restitution, court-ordered fines, and court-ordered child and spousal support.
 - a. PRCs will submit reimbursement collection data to the Department by July 31st each year.

- b. Pursuant to §46-18-241, MCA, all felony District Court-ordered restitution will be withheld and submitted to the Department's Collection Unit on a monthly basis.

B. TREATMENT FACILITIES

1. To assist offenders in understanding the criminogenic effects of chemical additions and criminal behavior patterns and develop the motivation to change, PPD contract treatment facilities will structure programs using a modified therapeutic community model design and organization that is evidence-based. Traditional chemical dependency treatment, criminal errors in thinking, and relapse prevention will also be strongly emphasized (see also *ACCD 5.3.200 Criminal Thinking Errors*).
 - a. The model will include the following:
 - i. The application of the principles and curriculum of cognitive restructuring;
 - ii. Specific content areas for treatment and educational activities;
 - iii. Proposed schedules (daily, weekly);
 - iv. The degree of, and structure for:
 - 1) managing offender self-governance in community organization;
 - 2) a process for selection, enrollment, and discharge and transfer of participants;
 - 3) a process for individualized treatment planning; and
 - 4) criteria for program completion.
 - b. The program may be followed by placement in a community PRC.
 - c. The program will be structured in phases:
 - i. Intake – Program intake/assessment shall include the following:
 - 1) A comprehensive assessment process for each program participant using a standardized and objective assessment that determines level of risk and needs factors, and may include review of any previously given Montana Offender Reentry and Risk Assessment (MORRA) and Women's Risk and Needs Assessment (WRNA); and
 - 2) An objective method by which offenders are assessed at the beginning and end of the program to measure changes in attitude/behavior.
 - ii. Phase I:

Phase I begins with Orientation. During Phase I, offenders will learn the basic concepts of cognitive restructuring and expectations, as well as completing the assessment process. A pre-treatment motivational component shall also be included. The goals in this phase will include: completion of the assessment process; providing offenders with an overview of the program; initiation on a curriculum of evidence-based cognitive behavioral modalities of treatment; basic concepts of recovery; confronting/correcting criminal thinking; and beginning involvement in group and individual counseling.
 - iii. Phase II:
 - 1) The primary goal of this phase is to restructure addictive criminal thinking with emphasis on criminogenic needs that pertain to general re-offending and recidivism. Offenders remain in this phase until all requirements of a phase change are satisfied. Offender's progress will be assessed by the offender and the treatment team throughout phase II.
 - 2) Offenders will also be assisted in examining patterns of thought that recur with negative consequences and developing a plan to change such thinking.
 - 3) The treatment environment will rely on interaction, modeling, and leadership. Phase II builds upon the basic concepts introduced in Orientation and Phase I, such as:

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teaching skills needed to allow positive relationships, inciting a pro-social/positive life style; providing self-help and peer group activities; continuing curriculum on confronting anti-social behavior, reinforcing pro-social behavior, and changing criminal thinking; teaching basic elements of recovery from substances; and addressing family and gender role issues.

iv. Phase III:

- 1) This phase will have special emphasis on relapse prevention. Offenders will develop an individual relapse prevention plan in conjunction with facility staff.
- 2) Goals of this phase will include: connecting each offender's aftercare goals to specific methods to accomplish them; how to identify and utilize community resources; continuing of the curriculums; learning and practicing skills necessary to gain and maintain stable employment; learning rules and expectations of prerelease, conditional release, and probation and parole; making aftercare appointments at aftercare providers to ensure the continuum of appropriate care; and contacts/addresses/schedules to support recovery group meetings. Each offender will make final preparation of their transfer of care and send their continued care plans to such providers.
- 3) All Phase III offenders will participate in a transfer conference with the treatment team during the final weeks of treatment. All Phase III offenders respect and adhere to all program rules and regulations, act in a pro-social fashion, and continuously pay it forward at all times.

v. Phase Progression

- 1) Phase progression will be developed to assess progression from one phase to another based on the inherent phase goals. Criteria for program failure and a plan for handling offender's program progression shall be developed and followed.
- 2) Offenders who do not take responsibility for completing assignments and progressing from phase to phase will face sanctions and, if they do not make positive changes, may be terminated from the program. Every reasonable effort will be made by the staff to prevent this, but failure to comply with basic program requirements will not be allowed. Serious acts of violence or attempted escape will result in termination from the program and transfer to prison status. The PPD Administrator retains sole authority to transfer offenders to a Department program/facility.

2. Offender Accounts

Each treatment facility will provide the offenders with an offender account for the purpose of accounting for funds belonging to the offender.

3. Fees/Room and Board

- a. Treatment facilities will inform offenders in writing at the time of orientation of all applicable fees the facility may charge.
- b. Facilities may require an offender to pay for damage to the facility, its equipment, furnishings, and fixtures.
- c. The facility has the discretion to forgive all charges or any portion thereof based on an assessment of the offender's ability to pay.
- d. Each facility will submit to the Contract Manager all applicable fees charged to offenders for approval no later than July 31st each year.

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IV. CLOSING:

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