



Virginia Department of Corrections

Inmate Management and Programs

Operating Procedure 841.1

Inmate Programs

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Content Owner/Reviewer:	Wendy Goodman Administrator of Case Management & Program Infrastructure	<i>Signature Copy on File</i>	1/5/21
		Signature	Date
Signatory:	H. Scott Richeson Deputy Director of Programs, Education, & Re-entry	<i>Signature Copy on File</i>	1/14/21
		Signature	Date

REVIEW

The Content Owner will review this operating procedure annually and re-write it no later than three years after the effective date.

COMPLIANCE

This operating procedure applies to all units operated by the Virginia Department of Corrections. Practices and procedures must comply with applicable State and Federal laws and regulations, ACA standards, PREA standards, and DOC directives and operating procedures.

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DEFINITIONS

Cognitive Counselor - Manages inmates in a cognitive community; plans, coordinates, implements, and evaluates the institution's approach to inmate re-entry within the cognitive community based on the principles of Evidence Based Practices (EBP)

Counseling Services Program - A structured service or activity facilitated by employees of the DOC or other state agency, qualified volunteers, or contractors, that is offered to address identified criminogenic needs of inmates with the ultimate goal of promoting pro-social, law abiding behaviors.

Evidence Based Practices (EBP) - Correctional decision making derived from research findings about practices proven to change inmate behavior thereby reducing the risk for recidivism

Institution - A prison facility operated by the Department of Corrections; includes major institutions, field units, and work centers

Institutional Program Manager (IPM) - The position at an institution that coordinates program activities, monitors VACORIS for accurate data entry, and ensures programs are being offered with fidelity

Intensive Re-entry Program (IRP) - A two phase program that inmates participate in during their last twelve months of incarceration; participating inmates are transferred to the IRP closest to the locality of their release plan.

Mandated Program - A program that is required to be provided by the DOC, e.g., *Thinking for a Change*, *Cognitive Behavioral Interventions for Substance Abuse (CBI-SA)*, *Ready to Work*, and *Resources for Successful Living*

Mental Health Services Program - A structured service or activity facilitated by Psychology Associates employed by the DOC or other state agency, qualified volunteers, or contractors; that has been reviewed by the Mental Health Services Steering Committee and approved by the Chief of Mental Health Services. The program is offered to address the mental health needs of inmates with the ultimate goal of promoting pro-social, law abiding behaviors.

Mental Health Services Steering Committee - A group of selected Psychology Associates that reviews issues as directed by the Chief of Mental Health Services

Workforce Development Specialist (WDS) - A position that facilitates workforce development experiences to prepare inmates for re-entry employment

Psychology Associate - An individual with at least a Master's degree in psychology, social work, or relevant human services field with knowledge, training, and skills in the diagnosis and treatment of mental disorders, which may include Psychiatric Provider, Social Worker or Registered Nurse

Re-entry Case Plan - A case plan that outlines short term and long term program needs based on an assessment of the inmate's individual criminogenic factors.

Re-entry Timeline - A plan developed for each inmate within the first 180 days of entering a DOC institution and updated at their annual review to ensure that the appropriate EBP and skills development programs are provided so that the treatment needs of the inmate are addressed in chronological order and completed prior to release.

Sex Offender Services and Treatment Program - A structured service or activity that is offered to address specific issues of sex offenders with the ultimate goal of promoting pro-social, law abiding behaviors. Sex Offender Programs must be facilitated by employees of the DOC or other state agency, qualified volunteers, or contractors who are certified as a Sex Offender Treatment Provider or otherwise qualified in accordance Operating Procedure 735.2, *Sex Offender Treatment Services (Institutions)*.

Skills Development Program - A structured service or activity facilitated by employees of the DOC or other state agency, qualified volunteers, or contractors, that is offered to increase inmate skills with the ultimate goal of promoting pro-social, law abiding behaviors

Substance Abuse Cognitive Therapeutic Community (CTC) - An intensive, long-term, institution-based treatment program for incarcerated substance abusing inmates

Unit Manager - Position responsible for ensuring the safe, secure, and orderly operation of a particular housing



unit or group of housing units under their supervision

Veteran - Anyone who has served in the armed services regardless of length of time or discharge classification



PURPOSE

This operating procedure establishes protocols for the development and operation of Evidence Based Practices (EBP) and Skills Development Programs in Department of Corrections (DOC) institutions. Provision is made for the establishment and monitoring of programs delivered to inmates.

PROCEDURE

I. Inmate Programs

A. DOC Operations, programs, and services are founded on a well-established, contemporary body of evidence-based practices for inmate management which is designed to complement traditional security tools and incorporates the following:

1. Effective communication
2. Identification of inmate criminal risks and treatment needs
3. Development of case plan agreements to motivate inmate change
4. Establishment of effective incentives and sanctions
5. Provision of programs and services to address criminogenic needs

B. Programming Philosophy

1. The programs, offered at an institution must be designed to support the institution's mission, taking into consideration the security level of the institution and the needs of the inmate population, to include individual and family counseling, family planning and parental education, and community services. (5-ACI-5E-01)
2. Programs and services related to substance abuse for inmates with drug and alcohol addiction problems to include monitoring and drug testing will be provided at all institutions. (5-ACI-5E-11)
3. Institutions that houses female inmates will provide comprehensive counseling and assistance to pregnant inmates in keeping with their expressed desires in planning for their unborn children. (5-ACI-5E-10)

C. Programming Hours

1. All DOC institutions provide a minimum average of 40 hours per week of inmate programming in accordance with COV §53.1-32.1, *Classification system; program assignments; mandatory participation*.
 - a. Institution program hours are averaged across the DOC to determine compliance with COV §53.1-32.1, *Classification system; program assignments; mandatory participation*.
 - b. Programming hours can range from one hour per week for orientation programs to 40 hours per week for Cognitive Therapeutic Community (CTC) Programs; no program should exceed 40 hours per week.
 - c. The number of program hours provided at individual institutions vary due to operational missions, schedules, staffing, and space.
 - d. Programming may be a combination of career and technical education, work activities and employment, academic activities, counseling, alcohol and substance abuse treatment, and activities that assist inmates to successfully transition back into to their communities and obtain gainful employment.
2. Staff should strive to exceed the minimum 40 hours per week requirement and provide as much EBP programming as possible; *Thinking for a Change* (T4C) must be a priority at all DOC institutions.
3. The minimum programming hours for each institution may be addressed in the yearly objectives issued by the Chief of Corrections Operations or designee.



II. Program Administration

- A. The Statewide Program Managers guide and monitor the operations of all counseling services programs.
 - 1. Staff must consult with a Statewide Program Manager when developing or revising a counseling service program.
 - 2. Staff must not offer or facilitate a program without an approved [Initial EBP Program Description](#) 841_F10 or [Initial Skills Development Program Description](#) 841_F11.
- B. The Chief of Mental Health Services oversees and directs the implementation and assessment of all mental health services programs.
- C. The Sex Offender Program Director oversees and directs the implementation and assessment of all sex offender services and treatment programs for institutions.
- D. The Institutional Program Manager (IPM) or other appropriate staff member must ensure that all EBP and Skills Development Program sections are available, maintained and accurately entered in VACORIS.
 - 1. The program sections must include the program capacity, i.e., the maximum number of inmates that can be enrolled in the program section at one time, the start date, and end date for each offering.
 - 2. Program sections must have a beginning and ending date to reflect accurately what is being offered at the institution, unless the program is ongoing.
 - 3. Ongoing programs, e.g., support groups, CTCs, and Intensive Re-entry Programs, etc., should be the only program sections entered into VACORIS with a continuous status.
- E. The Counselor or other staff member must document an inmate's enrollment in an EBP and Skills Development Program in VACORIS.
 - 1. Staff must keep an inmate's enrollment status current and accurately maintained at all times, and must enroll and remove inmate participants within a week of the program's start and end date.
 - 2. Staff must enter the actual start and end date of the inmate's participation, under the inmate enrollment details section of the *Offender Enrollment Page* in VACORIS.

III. Workforce Development Specialist (WDS)

The WDS assists inmates in finding and maintaining employment upon release by providing the following services; the WDS:

- A. Teaches employability, money management and career advancement skills utilizing contemporary workforce development materials and ensures that each participant completes a *Re-entry Employment Portfolio*, prior to program completion
- B. Registers interested inmates with the [Virginia Workforce Connection-Virtual One Stop \(VWC-VOS\)](#) when they are within three weeks of release (5-ACI-5E-05)
 - 1. Inmates must sign the [Virginia Workforce Connection Virtual One Stop Permission](#) 841_F18 authorizing the WDS to enter their personal information into the VWC-VOS system in order to register.
 - 2. Sex offenders who do not have post-release internet restrictions imposed by the court or a P&P Officer are eligible for registration.
 - a. Sex offenders with post-release internet restrictions imposed by the court or a P&P Officer are ineligible for registration.
 - b. The WDS will contact the P&P Office supervising the inmate and request a review of the inmate's court order to confirm there are no special conditions restricting internet usage.
 - c. A P&P Officer will confirm whether the inmate is required to register with the *Sex Offender and Crimes against Minors Registry*.



- d. When an WDS provides VWC-VOS registration assistance to an inmate who is required to register with the *Sex Offender Registry*, the WDS must notify the Records Manager.
 - e. Designated staff must complete or update, when applicable, the *Sex Offender and Crimes Against Minors Registration Form* (SP-236); see Operating Procedure 735.1, *Sex Offender and Crimes against Minor Registration*.
- C. Links inmates to community workforce development agencies and organizations in their home plan community (5-ACI-5E-05)
- D. Ensures that volunteers and other community resources are trained, orientated, monitored and utilized to augment institution services (5-ACI-5E-05)
1. Secures subject matter expert guest speakers to enhance inmates' knowledge and skill acquisition
 2. Creates linkages with community agencies and organizations that provide post-release inmate job development services and employer outreach
 3. Establishes and operates a Re-Entry Employment and Resource Center, ensuring access for all inmates who are preparing for release and equips the center with information on current employment opportunities
 4. Initiates, plans, and coordinates annual employability and resource fairs

IV. Evidence Based Practices (EBP) Program Development and Approval

- A. The DOC makes a distinction between EBP programs and Skills Development Programs. In order for a program to be considered an EBP program, the program must meet the following criteria:
1. Address three or more criminogenic needs
 2. Be experiential in nature; at least 25% thinking reports, rehearsals, role plays, homework, and activities
 3. Be cognitive based to address criminal thinking
 4. Incorporate social learning
 5. Have group sizes of no more than 14 participants with 12 being the optimum size
 6. Have appropriate durations
 - a. Residential programs, where inmates reside together and meet regularly, must be six months or longer
 - b. Non-residential programs meet at least an hour per class but no more than three sessions per week
 7. Ensure staff are appropriately trained
 8. Be proven effective with criminal populations through independent research, or be identified, based on EBP principles, as promising
 9. Use identified objective measures for evaluations, e.g., *TCU Criminal Thinking Scale*
- B. Prior to implementing a new EBP Program, staff must submit an [Initial EBP Program Description](#) 841_F10 for review and approval by designated DOC staff responsible for the management of inmate programs statewide.
- C. Counseling Services EBP Programs
1. When a counseling services program is mandated for all institutions, Headquarters staff will develop a model [Initial EBP Program Description](#) 841_F10 for institution use.
 - a. The Statewide Program Managers will ensure all mandated counseling services programs are entered into VACORIS.
 - b. Staff will have 30 days to complete the sections of the mandated program that are specific to institution implementation and will return the *Initial EBP Program Description* to the Statewide

Program Manager.

- c. Programs that have a model *Initial EBP Program Description* are pre-approved and can be added to VACORIS upon obtaining the signature of the Statewide Program Manager.
 2. When staff want to implement a new EBP program at the institution, a staff member must complete and submit the [Initial EBP Program Description](#) 841_F10 to the Statewide Program Manager for review and approval at least 90 days prior to the proposed implementation date.
 - a. The Statewide Program Manager will review the *Initial EBP Program Description* and consult with the staff member, as necessary.
 - b. After review, the Statewide Program Manager will forward the *Initial EBP Program Description* to the Administrator of Case Management and Program Infrastructure for final approval.
 3. Once the *Initial EBP Program Description* is approved and the counseling services program is entered in VACORIS, the Statewide Program Manager will notify the IPM or other appropriate staff member, so staff can create program sections and begin enrolling inmates.
- D. Mental Health Services EBP Programs (2-CO-4B-04)
1. Prior to submitting an [Initial EBP Program Description](#) 841_F10 to develop a new or modify an existing mental health services program, the Psychology Associate must consult with their immediate supervisor.
 2. A mental health services EBP program must address one or more mental health factors, e.g., emotional stability, symptom management, medication management, anxiety disorder, coping skills, self-care, impulse control, trauma resolution, mood disorder, personality disorder, family issues, thought disorder, sex offender specific issues, and/or criminogenic factors.
 3. During the development, implementation, or modification of a program, the Psychology Associate can contact the Mental Health Services Steering Committee (MHSSC), when needed, by sending an e-mail to the *MH Services Steering Committee* mailbox for a consultation.
 4. Mental health services EBP programs must be reviewed and approved as follows:
 - a. The Psychology Associate Senior at the institution will submit the [Initial EBP Program Description](#) 841_F10, electronically, to the appropriate Mental Health Clinical Supervisor (MHCS) for review and approval.
 - b. The MHCS will review and, if approved, forward the *Initial EBP Program Description*, electronically, to the MHSSC for review and approval.
 - c. Following review and approval, the MHSSC Chairperson will generate and sign a paper copy of the *Initial EBP Program Description* and will forward the signed copy to the Psychology Associate Senior at the institution.
 - d. The Psychology Associate Senior will obtain the Facility Unit Head's signature and forward the *Initial EBP Program Description* to the MHCS for submission to the Chief of Mental Health Services.
 - e. The Chief of Mental Health Services will maintain the original *Initial EBP Program Description* and forward a copy to the Psychology Associate Senior as authorization for the institution to begin delivery of the program.
 - f. The Chief of Mental Health Services is responsible for ensuring that a directory of mental health services EBP programs is available and maintained in VACORIS.
- E. Sex Offender Services EBP Programs (2-CO-4B-04)
1. The Psychology Associate Senior or IPM at the institution will submit the [Initial EBP Program Description](#) 841_F10 electronically to the Sex Offender Services Steering Committee for review and approval.
 2. Following committee review and approval, the Sex Offender Services Steering Committee



Chairperson will generate and sign a paper copy of the *Initial EBP Program Description* and will forward the signed copy to the Psychology Associate Senior or IPM.

3. The Psychology Associate or IPM will obtain the Facility Unit Head's signature and forward the original *Initial EBP Program Description* to the Sex Offender Program Director who will review and if approved, forward the *Initial EBP Program Description* to the Chief of Mental Health Services for final review and approval.
4. Following review and approval by the Chief of Mental Health Services, the Sex Offender Program Director will maintain the original approved *Initial EBP Program Description* and forward a copy to the Psychology Associate Senior or IPM as authorization for staff to begin delivery of the program.
5. The Sex Offender Program Director will ensure that a directory of sex offender services EBP programs is available and maintained in VACORIS.

V. Skills Development Program Approval

A. Skills Development Programs aim to improve an inmate's skill set, teach life skills, offer support groups, or offer programs, which have not been empirically proven to reduce recidivism, but offer promise in improving an inmate's ability to behave in a pro social manner.

1. Prior to implementation, staff must receive approval for each new Skills Development Program from designated DOC staff responsible for the management of inmate programs statewide.
2. Staff must complete and submit the [Initial Skills Development Program Description](#) 841_F11 at least 90 days prior to the proposed implementation date.
3. Skills Development Programs include *Re-entry Money Smart*, *Canine Obedience*, special seminars faith based programs, etc.
4. Staff must enroll, complete, remove, monitor and track inmates in these programs and activities.

B. Counseling Services Skills Development Programs

1. Prior to requesting approval for a new Skills Development Program, staff must ensure that all inmates with a score of *probable* or *highly probable* on the Cognitive Behavioral scale of COMPAS have been enrolled in *Thinking for a Change*, within 180 days of arriving at the institution.
2. When the enrollment mandate for *Thinking for a Change* is met and it is determined that there are institution resources available to offer Skills Development Programs, staff may request approval for a new program.
 - a. Staff must complete and submit the [Initial Skills Development Program Description](#) 841_F11 to the Statewide Program Manager.
 - b. The Statewide Program Manager will review the *Initial Skills Development Program Description* to ensure that it addresses a targeted need of the inmate population.
 - i. The Statewide Program Manager, upon completion of their review, will forward the *Initial Skills Development Program Description* to the Administrator of Case Management and Program Infrastructure for approval.
 - ii. Once the Skills Development Program is approved and the program is entered into VACORIS, the Statewide Program Manager will notify staff that the program has been entered into VACORIS so that staff can create program sections and begin enrolling inmates.
 - c. Programs that have a model *Initial Skills Development Program Description* are pre-approved and can be added to VACORIS upon obtaining the signature of the Statewide Program Manager.

C. Mental Health Services Skills Development Programs (2-CO-4B-04)

1. Prior to submitting an [Initial Skills Development Program Description](#) 841_F11 to develop or modify a mental health services Skills Development Program, the Psychology Associate must consult with their immediate supervisor.



2. During the development, implementation, or modification of a program, the Psychology Associate may contact the MHSSC by sending an electronic message to the *MH Services Steering Committee* mailbox requesting a consultation.
 3. Programs facilitated by a Psychology Associate, qualified volunteers, or qualified contractors that are offered to improve mental health stability and maximize baseline functioning must be approved and monitored as a mental health services Skill Development Program.
 4. Mental health services Skills Development Programs, other than sex offender services programs, which are co-facilitated by Counseling and Mental Health Staff, will be reviewed, approved, and monitored as a counseling services programs.
 5. The Psychology Associate Senior at the institution will submit the [Initial Skills Development Program Description](#) 841_F11, electronically, to the appropriate MHCS for review.
 6. The MHCS will review and, if approved, forward the *Initial Skills Development Program Description*, electronically, to the MHSSC for review and approval.
 7. Following review and approval, the MHSSC Chairperson will generate and sign a paper copy of the *Initial Skills Development Program Description* and will forward the signed copy to the Psychology Associate Senior at the institution.
 8. The Psychology Associate Senior will obtain the Facility Unit Head's signature and forward the *Initial Skills Development Program Description* to the MHCS for submission to the Chief of Mental Health Services.
 9. The Chief of Mental Health Services will maintain the original *Initial Skills Development Program Description* and forward an approved copy to the Psychology Associate Senior as authorization for the institution to begin delivery of the program.
 10. The Chief of Mental Health Services will ensure that a directory of mental health services Skills Development Programs is available and maintained in VACORIS.
- D. Sex Offender Services Skills Development Programs (2-CO-4B-04)
1. The Psychology Associate Senior or IPM at the institution will submit the [Initial Skills Development Program Description](#) 841_F11, electronically, to the Sex Offender Services Steering Committee for review and approval.
 2. Following committee review and approval, the Sex Offender Services Steering Committee Chairperson will generate and sign a paper copy of the *Initial Skills Development Program Description* and will forward the signed copy to the Psychology Associate Senior or IPM.
 3. The Psychology Associate or IPM will obtain the Facility Unit Head's signature and will forward the signed *Initial Skills Development Program Description* to the Sex Offender Program Director who will review and, if approved, forward the signed copy to the Chief of Mental Health Services for final review and approval.
 4. Following review and approval by the Chief of Mental Health Services, the Sex Offender Program Director will maintain the original *Initial Skills Development Program Description* and forward a signed copy to the Psychology Associate Senior or IPM as authorization for staff to begin delivery of the program.
 5. The Sex Offender Program Director will ensure that a directory of sex offender services programs is available and maintained in VACORIS.
- E. Education Programs
1. Academic, career, and technical education programs, as well as all other educational programs under the authority of Correctional Education, are exempt from formal approval through the process established in this operating procedure.

2. The Facility Unit Head, Principal, and Regional School Administrator should coordinate efforts with institution staff to ensure that all programming is appropriate for the security level and mission of the institution.

VI. Mandated Counseling Services Programs (2-CO-3C-01)

A. Thinking for a Change

1. The *Thinking for a Change* program is a mandated EBP program implemented as a priority at all institutions.
2. All inmates who score *probable* or *highly probable* on the Cognitive Behavioral scale of COMPAS should complete this program.
 - a. Staff will give those inmates within 180 days of arrival at their first permanent assignment priority in program enrollment.
 - b. Inmates with five years or less to serve, who have not already completed the program and who have a score of *probable* or *highly probable* on the Cognitive Behavioral scale of COMPAS must be enrolled in *Thinking for a Change*. Upon program completion, inmates should participate in either *Thinking for a Change* peer support groups and/or booster sessions.
 - c. The remaining inmate population with a score of *probable*, *highly probable* or above on the Cognitive Behavioral scale of COMPAS, will be enrolled in *Thinking for a Change* as space is available.
 - d. Inmates who score *unlikely* on the Cognitive Behavioral scale of COMPAS are not required to complete *Thinking for a Change* unless a staff member, in their professional judgement, believes an override is necessary.
3. Before enrolling an inmate in a program section, staff must verify the inmate has enough time to complete the program prior to release.
4. Staff must deliver the *Thinking for a Change* curriculum as designed.
 - a. Staff will use the *TCU Criminal Thinking Scales* as the pre and posttest for *Thinking for a Change*.
 - b. The pre and posttest responses must be entered into the COMPAS other screening section of VACORIS within a week of the start date and again within a week after the end date.

B. Aggression Alternative Skills

1. *Aggression Alternative Skills* is a cognitive based program using the social skills found in the supplemental material of *Thinking for a Change*.
2. Inmates who score *probable* or *highly probable* on the Negative Social Cognition scale of COMPAS meet the eligibility requirements for this program.

C. Cognitive Behavioral Interventions for Substance Abuse (CBI-SA)

1. CBI-SA is a mandated program at all institutions that must be offered to inmates who score *probable* or higher on the Substance Abuse scale of the COMPAS assessment.
2. Staff will give inmates who are within two years of release priority for enrollment and will begin this program no less than 18 months prior to their release.
3. Staff must deliver the CBI-SA program curriculum as designed.

D. Substance Abuse Cognitive Therapeutic Community (CTC) (2-CO-4B-04)

1. The CTC defines right living as an integral concept through role modeling and confrontation of unhealthy lifestyles; a hierarchy structure is utilized within the community to create accountability and responsibility for the inmate population.
2. CTCs are for inmates who have medium to high substance abuse treatment needs combined with medium to high cognitive behavioral treatment needs.



- a. Inmate eligibility criteria for assignment to a CTC can include the following:
 - i. A score of *highly probable* on the COMPAS Re-entry Substance Abuse Scale combined with a rating of *probable* on the Re-entry Cognitive Behavioral Scale
 - ii. A rating of *probable* on the COMPAS Re-entry Substance Abuse Scale plus a rating of *highly probable* on the COMPAS Re-entry Cognitive Behavioral Scale
 - iii. Documented history of substance abuse, at the discretion of Central Classification Services
 - iv. A Behavioral Correction Program (BCP) court order
 - v. A court order to a CTC
 - b. Inmates will enter a CTC when they are within 16 to 26 months of release.
 - i. CTCs programs are at designated institutions; staff will enroll eligible inmates assigned to those institutions into the program.
 - ii. Inmates at other institutions who are identified for assignment to a CTC will be referred for CTC assignment and transfer to a designated CTC institution; see Operating Procedure 830.5, *Transfers, Institution Reassignments*
3. All inmates referred to a CTC will receive a formal substance abuse assessment once received at the CTC institution.
- a. The substance abuse assessment must be a standard evidence-based substance abuse screening and assessment instrument approved for use in the DOC.
 - b. Staff must conduct an Institutional Classification Authority (ICA) hearing prior to inmate admission into the CTC program, with documentation provided in VACORIS specifying that the inmate has met the required eligibility criteria.
- E. Ready to Work
1. The *Ready to Work* program is designed to assist inmates improve their employment and job seeking skills.
 - a. Inmates who score probable or highly probable on the COMPAS *Reentry Employment Expectations Scale* will be placed in the *Ready to Work* program.
 - b. The WDS will provide all other inmates, not assigned to the program, with training on soft skills and money management and a copy of the *Reentering Your Community Handbook*.
 2. The goal of the program is to increase the participants' future marketability for employment as participants create resumes, conduct job searches, complete job applications, practice interviewing, learn about the Work Opportunity Tax Credit, practice dealing with rejection, and learn job retention skills
 3. At cognitive community sites where the number of cognitive community program inmates exceeds the capacity of the *Ready to Work* program, the WDS may assess inmates' preparedness levels for employment and recommend a program exemption.
 - a. Cognitive Community Staff will consider and may approve the WDS's recommendation for a *Ready to Work* exemption.
 - b. When an exemption is being considered, the following factors will be reviewed to ensure the inmate:
 - i. Created an appropriate Conviction Statement and/or response to the job interview big question "Have you ever been convicted of a crime?"
 - ii. Prepared a quality resume
 - iii. Completed a DOC career and technical education program that includes employability skills training
 - iv. Has a history of demonstrated employment success in the community or institution
 - v. Has knowledge of community workforce development resources in the area to which they will be released (5-ACI-5E-05)
 - vi. Has an understanding of the function and value of the VWC-VOS or a similar internet jobseeker

tools

vii. Scored *unlikely* on the COMPAS Re-entry Employment Expectations Scale

4. The WDS may make recommendations to Cognitive Community Staff to exempt inmates who will not be entering the workforce post-release due to a disability or other source of income, e.g., retirement, Social Security, pension, etc. (
 - a. The WDS should consult with the medical department to determine if there is a high probability that the inmate will receive Social Security Disability Income (SSDI) due to their inability to perform tasks required for employment.
 - b. For each cognitive community inmate exempted from *Ready to Work* program participation, Cognitive Community Staff will document the exemption in the *Facility Notes/Re-entry Plan* section of VACORIS and note the factors that contributed to this decision.

F. Resources for Successful Living

1. The *Resources for Successful Living* program assists inmates with identifying and utilizing available resources for successful re-entry.
2. The program is comprised of seminars, which cover topics like managing new relationships, maintaining health, and using resources like the Virginia Department of Social Services, the Virginia Department of Veteran Services, etc.

VII. Incarcerated Veterans Groups (2-CO-3C-01)

A. During inmate orientation, all institutions should provide information on veteran-related services offered in the institution as well as information on how inmates access such services.

B. Every institution must permit the establishment of a veterans group for inmates.

1. Each veterans group must have a designated veteran sponsor who will serve as a liaison between the veterans group, DOC administration, and external veteran-related civic organizations.
 - a. The individual, selected to serve as the veteran sponsor, should be a DOC staff member.
 - b. The veteran sponsor is responsible for:
 - i. Coordinating group meetings; veteran groups should meet at least twice per month
 - ii. Coordinating the election process and selection of the group's board members
 - iii. Approving the group's constitution and by-laws
 - iv. Ensuring every group member has a *Certificate of Release or Discharge from Active Duty* (DD-214)
 - v. Assisting group members with obtaining the necessary forms related to securing veteran benefits, compensation and pension, and/or other eligible veteran-related services if needed
2. All veteran groups are governed by a constitution and a set of by-laws established by the group's members and approved by the designated veteran sponsor, and include but are not limited to the following:
 - a. Mission Statement
 - b. Purpose
 - c. Membership
 - d. Meetings
 - e. Group Member Responsibilities
 - f. Board Members Duties
 - i. Board member positions include the President, Vice President, Secretary, Sergeant of Arms, and Program Coordinator.
 - ii. The board will meet with the veteran sponsor twice a month, separately from the regularly scheduled group meeting.



3. Veteran groups will observe Memorial Day and Veterans Day.
 - a. The observation of these two holidays does not have to take place on the day celebrated by the nation.
 - b. All verified veterans are eligible to attend institution Memorial Day and Veterans Day events.
 - c. The institution will provide light refreshments, i.e., cookies and juice for these celebrations.
- C. Every veterans group should develop, maintain, and update a resource guide of various veteran-related services and support agencies for their members. (5-ACI-5E-05)
- D. Veterans groups should include philanthropic practices into their operation. The group members will select their charity of choice, but the Facility Unit Head must review and approve the group's selection.
- E. When staff receive an inmate's medical records from the Veterans Administration (VA), staff must provide the inmate with their records.
 1. A veteran inmate's medical record is necessary to support the inmate's claim for benefits from the VA.
 2. If an inmate needs copies of their medical record to support a claim for benefits, staff will provide the inmate with such copies at no cost.
- F. Any inmate who wishes to become a member of the institution's veterans group is required to secure a copy of their DD-214. Staff must allow inmates to retain their own DD-214, military medical records, and documents, other than a military identification card, related to their military service.

VIII. Intensive Re-entry Programs (2-CO-3C-01)

- A. The DOC provides re-entry transition services and Intensive Re-entry Programs at designated institutions throughout the state; see Attachment 1, *Intensive Re-entry Program Locations* to Operating Procedure 820.2, *Re-entry Planning*.
- B. The goal of the *Intensive Re-entry Program* is to prepare the inmate for release by removing any potential barriers as well as working with the inmate to emphasize all potential inmate assets.
- C. Intensive Re-entry Program Phase 1
 1. Inmates are transferred to a correctional institution, appropriate to the inmate's assigned security level, closest to their home plan.
 2. Inmates are enrolled in Phase 1 of the program no later than one year prior to release and provided programming that may include the *Cognitive Behavioral Interventions for Substance Abuse (CBI-SA)*, *Thinking for a Change*, and the *Book Program*.
- D. Intensive Re-entry Program Phase 2
 1. The *Intensive Re-Entry Program Phase 2* is an intensive institution-based cognitive community treatment program for inmates who are within six months of their release dates.
 2. Each *Intensive Re-entry Program Phase 2* must staff at least one Cognitive Counselor.
 3. The re-entry cognitive community approach is similar to the CTC program in that each member of the community encourages and assists other community members in the completion of their programming needs.
 4. The re-entry cognitive community focuses mainly on cognitive restructuring and on meeting the special re-entry needs of each participant, prior to their release.
 5. Sanctions and incentives are one of the tools used as an external motivation strategy within a cognitive community when working with the inmate population; see Attachment 1, *Cognitive Community Programs Incentives and Sanctions for Intensive Re-entry*.
- E. High Security Intensive Re-entry Programs

1. Select institutions offer *High Security Intensive Re-entry Programs* for inmates who do not meet the security requirements at the lower security levels.
2. Staff should review inmates housed at institutions with *High Security Intensive Re-entry Programs* within thirty-six months of the inmate's release to determine if the inmate is eligible and suitable for assignment to an Intensive Re-entry Facility.
3. Inmates releasing from *High Security Intensive Re-entry Programs* must complete *Resources for Successful Living, Ready to Work, Process Groups* (six sessions), and *Thinking for a Change* for those inmates who score *probable* or *highly probable* on the Cognitive Behavioral Scale of the risk/needs assessment.

F. Intensive Re-entry Program Refusal

1. Inmates who refuse to participate in residential cognitive community re-entry programming or who are removed due to disruptive, non-participatory, or non-compliant behavior will be charged with offense code 119e, *Refusal to participate in or removal from a residential cognitive community program*.
2. Inmates who refuse to participate in non-residential re-entry programming or are removed due to disruptive, non-participatory, or non-compliant behavior will be charged with offense code 200, *Refusing to work or refusing to attend school or other program assignments mandated by procedure or by law, or failure to perform work or program assignment as instructed*.
3. Inmates found guilty of offense code 119e will have a mandatory penalty of 90 days loss of accumulated good time.
4. Inmates found guilty of offense code 119e or 200 will receive a formal ICA hearing and institution staff will reduce the inmate's good time class level to Class Level IV, effective the date of the offense report; see Operating Procedure 830.3, *Good Time Awards*.
 - a. Regardless of the inmates' Class Level score, staff will utilize Override #7 *Refusal of or removal from any required educational, program, vocational, or work assignment must result in an automatic override to Level IV*.
 - b. This override will flag the inmates' file so that the inmate does not earn good time until completing the specified program.

IX. Animal Programs

- A. The purpose of the Companion Animal Visitation Program is to facilitate the treatment of inmates by aiding the inmate in times of depression, loneliness, and grief; see Attachment 2, *Companion Animal Visitation Programs*.
- B. The general purpose of the Canine Obedience Training Program is to improve and increase inmate empathic response and promote positive pro-social interactions as the inmate provides obedience training to canines from an outside rescue agency; see Attachment 3, *Canine Obedience Training Programs*.

X. Reception and Classification Centers Programming

- A. The primary role of the Reception and Classification Center is to provide orientation, assessment, evaluation, and classification to facilitate an inmate's initial assignment to a permanent institution.
- B. Staff are not generally required to provide mandated programming at the Reception and Classification Centers, but staff must consider the programmatic needs of the inmate cadre.
 1. If cadre inmates have not been able to complete the mandated programs while assigned to another institution, EBP and/or mandated programs must be available.
 2. Staff must make re-entry services available to cadre inmates.



XI. Field Unit and Work Center and Programming

- A. All inmates assigned to a Field Unit or Work Center are required to participate in work activities in the institution or in the community.
- B. Staff or the WDS must offer *The Road to Success*, a Security Level 1 Re-entry Program, to inmates who are within four months of their scheduled release date. (4-APPFS-2C-04)
- C. Staff should offer additional programming for the benefit of the inmate population, as staffing and resources allow.

XII. Materials and Digital Video Discs (DVDs) for Programs

- A. The Facility Unit Head will determine whether program materials and DVDs, without an approved statewide curriculum, can enter the institution.
- B. The IPM or an equivalent designated by the Facility Unit Head must review and approve program materials and DVDs used in educational, counseling and religious programs.
 - 1. Designated staff must review each DVD for compliance with the *Specific Criteria for Publication Disapproval*; see Operating Procedure 803.2, *Incoming Publications*.
 - a. Staff must not review DVDs from a theological or any other position, but for compatibility with the DOC's mission which is to prepare the inmate to become a productive citizen upon re-entry into their community
 - i. The IPM or designee will review all DVDs for use in treatment and counseling services programs and other non-religious programs, e.g., NA and/or AA, voluntary, Veterans Association, etc.
 - ii. The Chaplain will initially review all DVDs for use in religious services.
 - iii. The Principal or designee of correctional education will initially review DVDs for use in educational programs or for placement in the library.
 - b. Upon completion of the initial review, the Chaplain or Principal, as appropriate, will forward the DVD to the IPM or designee for review for approval or disapproval.
 - 2. If any DVD contains inappropriate or questionable material when reviewed, the IPM or designee will disapprove the DVD.
 - 3. If a DVD appears to contain gang-related material, symbols, gestures, or threats, the IPM or designee must forward the DVD to the Institutional Investigator for further review; when the Institutional Investigator determines the DVD contains gang-related material, the IPM or designee will disapprove the DVD.
- C. If the Chaplain, Principal, or Institutional Investigator disagrees with the IPM's, designee's, decision for approval or disapproval, the Facility Unit Head or Assistant Facility Unit Head will make the final decision on whether a DVD will be allowed in the institution for use in institution programs.
- D. The IPM or designee should maintain a list of all DVD disapproved for use in an institution program.
 - 1. The list, similar to the *Disapproved Publication List*, should document the review and the *Specific Criteria for Publication Disapproval* violated; see Operating Procedure 803.2, *Incoming Publications*.
 - 2. The list should be available on the institution's Local Operating Procedure (LOP) page of the Virtual Library to aid in the consistent application of the review criteria.

XIII. Program Quality and Fidelity

- A. The Facility Unit Head will ensure that the IPM or other appropriate staff member administratively monitors the institution's EBP and Skills Development Programs on a regular basis.
- B. The IPM or other appropriate staff member is responsible for ensuring the quality and fidelity of all



institution EBP and Skills Development Programs as well as ensuring that counseling services programs are provided by Counselors or other persons qualified by either formal education or training. (2-CO-4F-01)

1. The IPM or designee will continually monitor each program to ensure fidelity to the program model.
 2. The IPM or designee will continually monitor each program to ensure VACORIS accurately reflects program activity.
- C. Each month, the IPM or designee will conduct fidelity reviews on eight percent of the inmate population using the [Institution Fidelity Review Guidelines](#) 841_F19.
1. The following steps should be taken to document and follow-up on fidelity reviews:
 - a. Document each case reviewed in VACORIS as an *Institutional Fidelity Review* note
 - b. Review COMPAS assessments for accuracy
 - c. Establish a file for documentation related to the *Fidelity Review* for future reference and to discuss with the Statewide Program Manager and Statewide EBP Manager
 - d. Work with staff and their supervisors, as needed, to resolve and correct identified issues
 - e. Contact Headquarters staff, e.g., Statewide Program Manager, Statewide EBP Manager, Classification Staff, etc. as needed to obtain assistance
 - f. Provide or coordinate necessary training to address ongoing issues
 - g. Keep the Facility Unit Head or designee informed regarding the status of fidelity reviews
 - h. Provide feedback to Unit Managers or other supervisors on staff training needs
 - i. Assist supervisors with staff development plans
 2. The IPM or designee will check the VACORIS programs sections, monthly, to ensure that program wait list, enrollment, and completions or removals are accurately entered into VACORIS.
 3. The IPM or designee will check to ensure that 95% of the inmate population has a current *Re-entry Timeline*, COMPAS assessment, and *Re-entry Case Plan*.
- D. The DOC supports and engages in research activities relevant to its programs, services, and operations and each institution is encouraged to cooperate with research efforts conducted by DOC or other entities approved by DOC to evaluate program fidelity and effectiveness. (5-ACI-1F-13; 2-CO-1F-10)

XIV. Annual Program Evaluations

- A. Staff should identify the specific needs of the inmate population, at least annually, to ensure that the necessary programs and services, to include programs and services that meet the needs of inmates with specific types of problems, are available. (5-ACI-5E-04; 2-CO-1A-23)
- B. Staff participate in the formulation and evaluation of EBP and Skills Development Programs to ensure available programs meet the identified needs of the inmate population in accordance with this operating procedure. (5-ACI-1A-05)
- C. EBP Program Evaluations (5-ACI-1A-17)
 1. Each EBP program offered in an institution must address a specific need of the inmate population; EBP programs will be evaluated using evidence based practices, as applicable, to determine:
 - a. Was the need met?
 - b. Does the need still exist?
 - c. Can the program be improved?
 - d. Did the program meet the success criteria listed in the *Initial EBP Program Description*?
 - e. Did the evaluation match the approved *Initial EBP Program Description*'s evaluation plan?
 2. Designated staff will analyze and conduct a written annual evaluation of each EBP program offered at



the institution to determine the program's contribution to the institution's mission and to the mission of the DOC. (5-ACI-1F-12)

3. The annual evaluation period for EBP programs will be from October 1 of the previous year to September 30 of the current year; the completed evaluations must be submitted by November 1st of the current year.
 - a. Designated staff will complete the [Annual EBP Program Evaluation](#) 841_F12 for each counseling services program; the completed evaluation must be submitted to the Statewide Program Manager.
 - b. The Psychology Associate Senior will complete the [Annual EBP Program Evaluation](#) 841_F12 for each mental health services program; the completed evaluation must be submitted to the MHSSC.
 - c. The Psychology Associate Senior or IPM will complete the [Annual EBP Program Evaluation](#) 841_F12 for each sex offender services program; the completed evaluation must be submitted to Sex offender Services Steering Committee.
 4. The IPM and Psychology Associate Senior, as applicable, will review each program in VACORIS and ensure that the enrollment status and end dates are accurate in VACORIS.
 5. EBP programs other than sex offender services programs, which are co-facilitated by Counseling and Mental Health Staff, will follow the counseling services program evaluation process.
 6. The Facility Unit Head must ensure that the responsible person for each program area, counseling services, mental health services, and sex offender services, forwards the signed *Annual EBP Program Evaluations* to the appropriate staff member responsible for reviewing EBP Programs and Skills Development Programs at the institution.
- D. Skills Development Program Evaluations (5-ACI-1A-17)
1. Staff will analyze and conduct a written annual evaluation of each Skills Development Program offered at the institution using the [Annual Skills Development Program Evaluation](#) 841_F13, to determine the program's contribution to the institution's mission. (5-ACI-1F-12)
 2. The IPM will review each program's information in VACORIS and ensure that the enrollment status and end dates for counseling services programming are accurate in VACORIS.
 3. Skills Development Programs, other than sex offender services programs, which are co-facilitated by Counseling and Mental Health Staff, will follow the counseling services program evaluation process.
 4. The Facility Unit Head will ensure that by November 1st of each year, the responsible person for each program area, counseling services, mental health services, and sex offender services, forwards the *Annual Skills Development Program Evaluation* to the Statewide Program Manager, Chief of Mental Health Services, or Sex offender Program Director, respectively.
- E. Program Discontinuation
1. Counseling Services EBP and Skills Development Programs
 - a. When staff discontinue a counseling services EBP or a Skills Development Program, staff will indicate this decision by checking the "No" box in the appropriate section of the [Annual EBP Program Evaluation](#) 841_F12 or [Annual Skills Development Program Evaluation](#) 841_F13
 - b. The IPM or designee will ensure that prior to requesting program discontinuation all program sections have zero enrollment and are no longer active in VACORIS.
 - c. The annual program evaluation will be forwarded to the Statewide Program Manager who will send a copy to the Regional Administrator.
 - d. The Statewide Program Manager will mark the program inactive in VACORIS and will remove the counseling services program from the institution listing.
 - e. The Statewide Program Manager will forward the annual program evaluation to the Administrator of State Programs and Case Management Services.
 2. Mental Health Services EBP and Skills Development Programs

- a. When the Psychology Associate Senior discontinues a mental health services EBP or Skills Development Program, staff will indicate this decision by checking the “No” box in the appropriate section of the [Annual EBP Program Evaluation](#) 841_F12 or [Annual Skills Development Program Evaluation](#) 841_F13
 - b. The annual program evaluation will be forwarded to the MHSSC, the Mental Health Clinical Supervisor, and the Chief of Mental Health Services.
 - c. The Chief of Mental Health Services or designee will mark the program inactive in VACORIS and will remove the program from the institution listing.
3. Sex offender Services EBP and Skills Development Programs
- a. When a Psychology Associate or the IPM discontinues a program, staff will indicate this decision by checking the “No” box in the appropriate section of the [Annual EBP Program Evaluation](#) 841_F12 or [Annual Skills Development Program Evaluation](#) 841_F13
 - b. The annual program evaluation will be forwarded to the Sex offender Services Steering Committee and the Sex offender Program Director.
 - c. The Sex offender Program Director or designee will mark the program inactive in VACORIS and will remove the program from the institution’s listing.
- F. EBP and Skills Development Programs are evaluated by the American Correctional Association during the institution’s triennial audit. (5-ACI-1A-17)

XV. Reporting Requirements

- A. The Statewide Program Managers will produce a summary report of all counseling services program’s [Annual EBP Program Evaluation](#) 841_F12 and [Annual Skills Development Program Evaluation](#) 841_F13 and will forward the report to the Administrator of Case Management and Program Infrastructure. The Administrator of Case Management and Program Infrastructure will review the report and provide to the Deputy Director of Programs, Education, & Re-entry by April 1 of each year.
- B. The MHSSC will produce a summary report of all mental health services programs and will forward the report to the Chief of Mental Health Services by March 1 of each year.
- C. The Sex Offender Services Steering Committee will produce a summary report of all sex offender services programs and will forward the report to the Sex offender Program Director by March 1 of each year.

REFERENCES

[COV §53.1-32.1](#), *Classification system; program assignments; mandatory participation*
 Operating Procedure 735.1, *Sex Offender and Crimes against Minor Registration*
 Operating Procedure 735.2, *Sex Offender Treatment Services (Institutions)*
 Operating Procedure 803.2, *Incoming Publications*
 Operating Procedure 820.2, *Re-entry Planning*
 Operating Procedure 830.3, *Good Time Awards*
 Operating Procedure 830.5, *Transfers, Institution Reassignments*

ATTACHMENTS

Attachment 1, *Cognitive Community Programs Incentives and Sanctions for Intensive Re-entry*
 Attachment 2, *Companion Animal Visitation Programs*
 Attachment 3, *Canine Obedience Training Programs*



FORM CITATIONS

[Initial EBP Program Description](#) 841_F10

[Initial Skills Development Program Description](#) 841_F11

[Annual EBP Program Evaluation](#) 841_F12

[Annual Skills Development Program Evaluation](#) 841_F13

[Virginia Workforce Connection Virtual One Stop Permission](#) 841_F18

[Institution Fidelity Review Guidelines](#) 841_F19

