

<b>GEORGIA DEPARTMENT OF CORRECTIONS</b> Standard Operating Procedures		
<b>Functional Area:</b> Program Services/ Counseling Services	<b>Reference Number:</b> VB01-0008	<b>Revises            Previous            Effective Date:</b>
<b>Subject:</b> Program Management		05/01/05
<b>Authority:</b> Donald/Smith	<b>Effective Date:</b> 12/15/07	Page 1 of 6

**I. POLICY:**

The Risk Reduction staff and the Corrections Division will provide system-wide coordination of Counseling Services and tracking offender programs.

**II. APPLICABILITY:**

Administrative and counseling staff in all State Prisons, Detention Centers, Pre-Release Centers, Transitional Centers, Diversion Centers, Boot Camps, and field offices with Counseling Services available.

**III. RELATED DIRECTIVES;**

- A. GDC Rules and Regulations: 125-2-1-.01, 125-4-1-.01, 125-4-1-.04, 125-4-1-.07(2)
- B. GDC Standard Operating Procedures: IIB12-0001, IIC01-0001, IIIC02-0014, IIID02-0013, IIID08-0002, VB01-0006, VB02-0001, VB03-0001, VB03-0002, VB03-0003.

**IV. DEFINITIONS:**

- A. **RESPONSIVITY** - The identification of any barriers that might adversely affect an offender's ability to fully benefit from a prescribed program or intervention (e.g. medical and mental health issues, education level, language, or cultural). Responsivity is addressed when those barriers are removed or when changes are made to the program/intervention to better accommodate the offender.
- B. **RISK OF RECIDIVISM LEVEL** - The assessed offender's level of probability for recidivism.

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V. **ATTACHMENTS:**

- Attachment 1: Offender Data Tracking Form
- Attachment 2: Program Sequencing Flow Chart
- Attachment 3: Participant Expectation Form
- Attachment 4: Participant Feedback Form

VI. **PROCEDURE:**

The Risk Reduction Staff and GDC facility/field office staff will have specific roles in coordinating the delivery of Counseling Services and Tracking Offender Programs.

A. Responsibilities of the Risk Reduction Services staff include:

1. Develop and refine SOPs as needed.
2. Establish curriculum requirements based on offender needs and develop new program curricula to meet these requirements.
3. Design implementation plans for new programs, including training sessions and providing assistance to facility/field office staff implementing the program.
4. Provide subject matter technical assistance to facility/field office staff.
5. Conduct periodic staff development needs assessments. In collaboration with the Training Unit staff plan statewide and/or regional training sessions and/or focus meetings as needed.

B. Responsibilities of the GDC facility/field offices staff include: (which belong to the supervising authority or counselor)

1. Plan and develop the Operations Manual.

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2. Supervise the counseling staff on a daily basis. These responsibilities include, but are not limited to:
  - a. Schedule the counselor's work hours to provide maximum access to offenders,
  - b. Schedule groups as specified by required curriculum, specialized risk reduction interventions and other groups focusing on the offender needs at the site,
  - c. Ensure adequate and appropriate case documentation by completing case note reviews on 5% of all counselor caseloads each month,
  - d. Plan training opportunities for staff,
  - e. Review and monitor individual and group counseling activities to ensure compliance with established SOP's,
  - f. Ensure duties assigned to staff are consistent with training, abilities and job description,
  - g. Conduct monthly staff meeting with counseling staff as well as MH/MR staff where applicable,
  - h. Use the TOPS report to schedule counseling programs,
  - i. Ensure offenders complete the groups they are required to attend,
  - j. Ensure a master schedule is developed and maintained at the facility for review,
  - k. Decrease offender idleness by scheduling groups/programs during times when there is little to no offender movement,
  - l. Manage and utilize the counseling budget.

C. TRACKING OFFENDER PROGRAMS (TOPS): The Tracking Offender Programs component within the Offender Tracking Information System (OTIS) currently provides the

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capability of managing and tracking the status of programs recommended for or required of offenders. Maintaining accurate statewide information regarding the status of each offender's case plan, is dependant on staff at each facility following certain procedures for reviewing, updating, and documenting program information.

1. Initial Classification of Permanent Offenders: As part of preparation for Initial Classification, counselors shall review each offender's TOPS report to screen for the status of referrals to required, mandated or specialized programs. As confirmed by the counselor, necessary corrections and updates to TOPS will be forwarded to the appropriate staff for data entry.
  2. COMPAS Case Plan: The status and accuracy of TOPS should be determined during the development and subsequent reviews of the COMPAS case plan. Counselors should update the case plan, as needed, i.e. upon program enrollment, completions, referrals and other status changes or upon identification of new criminogenic needs. Any modification to include updates on program referrals completions should be highlighted and dated on the Offender Data Tracking Form (Attachment 1) prior to forwarding for data entry into TOPS.
  3. Work Activity Performance Reports (WAPRs): The successful completion of programs, groups, and classes are to be documented, by the appropriate staff, on a WAPR. The WAPR is then routed to the appropriate counselor for review and forwarded for data entry.
- D. SELECTION PROCESS AND CRITERIA FOR PROGRAM ASSIGNMENTS: Developing Master Schedules for a Program Cycle requires a focused and organized effort on the part of facility managers and staff. To accomplish the task of identifying the priority target population of inmates for assignment to needed groups/classes, a systematic process, use of automated information, and application of certain criteria must be incorporated into counseling and classification decision making.

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1. TOPS reports shall be provided to each counselor to assist in identifying the programs required or recommended for the offenders assigned to their caseload at the facility.
2. Counselors should review and designate on the TOPS reports those offenders on their caseload who have not completed required or recommended groups/classes from those who are currently enrolled and are not candidates for the upcoming cycle.
3. Having identified from their caseload a target group for programming, counselors should apply the following criteria to generate lists of priority offenders recommended for groups/classes:
  - a. Risk of Recidivism Level from COMPAS assessment
  - b. Identified Needs from COMPAS assessment
  - c. Length of Sentence
  - d. Age
  - e. Responsivity issues
4. Priority for group placement is as follows:
  - a. HIGH Risk Offenders addressing their identified NEEDS areas
  - b. Medium Risk Offenders with High Needs areas
  - c. Low Risk Offenders with High Needs areas
5. Once applying the Risk priority, the following should be used within each of the Risk levels to identify the appropriate offenders for placement.
  - a. Offenders with the shortest time to serve
  - b. Younger Offenders
  - c. Middle Aged Offenders
6. Program placement should follow a prescribed sequence in order to achieve the maximum treatment

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effect. The Program Sequencing flow chart (Attachment #2) outlines the desired order for enrolling offenders into programming. As suggested some programs may be taken simultaneously with others. As stated previously, offenders should be placed based on identified needs and therefore, not all offenders will require placement in all programs included in the flow chart.

7. Exception:

Offenders should be enrolled in Education Classes, Motivation for Change and/or Prime for Life, Family Violence if required and Thinking for a Change if parole mandated for Anger Management, with sufficient time for completion prior to referral and placement in an RSAT program and/or Transitional Center.

8. Counselors, having identified their priority target groups, should review each offender's current assignment(s) to determine the best day(s) and time-blocks (1st, 2nd, 3rd, or evening sessions) to recommend for needed group/classes.

9. The Chief Counselor or Supervising Authority should review all counselors' recommendations. Particular attention should be paid to ensure group/class composition is based on the needs identified in the case plan.

10. Counselors will submit recommendations to the Classification Chairperson. The Classification Chairperson may handle program assignments made in mass for the beginning of a new quarter administratively.

11. Counselors should advise offenders of their assignments for the new cycle.

12. Counselors will conduct an initial interview with selected participants prior to assignment to the group. During the interview, the facilitator will explain the program, and have the offender sign a Participant Expectations Form (Attachment# 3).

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13. At the final group session of a program, the facilitator will disseminate the Participant Feedback Form (Attachment #4) to all group participants. The offenders will be allowed time to complete the form which will then be collected and maintained by the facilitator.

**VI. RECORD RETENTION:**

Attachment 1 and 4: Maintain on site for at least one year, or upon review by the PDC.

Attachment 2: None. Informational only.

Attachment 3: Upon completion, retain in the inmate case history file and keep in accordance with the official retention schedule of the inmate case history file.