

<b>GEORGIA DEPARTMENT OF CORRECTIONS</b> <b>Standard Operating Procedures</b>		
<b>Policy Name:</b> Motivation for Change		
<b>Policy Number:</b> 107.09	<b>Effective Date:</b> 2/14/2019	<b>Page Number:</b> 1 of 4
<b>Authority:</b> Commissioner	<b>Originating Division:</b> Inmate Services Division (Risk Reduction Services)	<b>Access Listing:</b> Level I: All Access

**I. Introduction and Summary:**

It is the policy of the Georgia Department of Corrections (GDC) that uniform administrative practices and procedures are followed for the organization, management, and delivery of the Motivation for Change (M4C) curriculum.

**II. Authority:**

- A. GDC Board Rules: 125-1-2-.01;
- B. GDC Standard Operating Procedures (SOPs): 107.04 Risk and Needs Assessment, 107.05 Program Management, and 204.04 Facilities Technology Security and Operations; and
- C. ACA Standards: 2C0-4F-01, 4-4437, 4-4438, 4-4439, 4-4440, and 4-4441.

**III. Definitions:**

- A. **Motivation for Change (M4C)** - A five (5) session pre-treatment program developed by Risk Reduction Services (RRS) based on the Theory of Change. This curriculum satisfies the State mandate for provision of a substance abuse intervention.
- B. **Closed Ended Group** - A closed-ended group format allows for no new admissions into the group at any point in time until the group has completed all lessons outlined in the curriculum.

**IV. Statement of Policy and Applicable Procedures:**

- A. **Staff Selection & Training:** Counselors and Multi-Functional Officers are not required to complete the Initial Correctional Counseling Training (ICCT) before being trained by the Office of Professional Development for M4C. However, they must complete ICCT or the one-day Group Facilitation Training in order to facilitate the training to the offender population. The purpose of completing ICCT or Group Facilitation Training prior to facilitating the M4C curriculum is to ensure staff is properly trained in group facilitation skills.

1. Staff selection should be based on the following characteristics:

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- a. Above-average verbal skills;
  - b. Ability to relate positively and empathetically to offenders while maintaining a relationship that does not compromise rules and regulations;
  - c. Sensitivity to group dynamics and the ability to stimulate groups and promote interest and high activity levels while maintaining adequate discipline;
  - d. Ability to use motivational and persuasive techniques to facilitate change;
  - e. Experience in dealing with resistance and managing poorly-motivated individuals who may be passively or aggressively hostile or critical;
  - f. Willingness to consider views that may not be consistent with their own; and
  - g. Interest in delivering the curriculum.
2. Staff selected to facilitate the M4C curriculum will attend initial M4C training as specified and outlined by Risk Reduction Services.
  3. At a minimum, a yearly M4C Booster will be provided for staff who have been trained in the M4C curriculum. All trained staff must attend one booster per calendar year.

**B. Program Delivery Standards:**

1. Only staff trained to facilitate M4C will participate in the delivery of M4C. No one other than program participants and facilitators will attend the sessions, except for the observing supervisor or Risk Reduction Services staff, or another staff approved by the facilitator's supervisor.

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2. Facilitators will follow the established curriculum detailed in the Instructor Manual. These items will be given to the staff upon completion of the initial certification of the M4C training.
  3. M4C group will be conducted no more than one group per day and no less than one group per week, depending on the nature of the site and the guidelines for implementation given during training. M4C cannot be completed in one (1) day.
  4. Recommended group capacity is twenty-five (25) participants.
  5. During the small group activities, there should only be four (4) participants in each group.
  6. Closed Ended Group lessons are to be taught only in sequence.
  7. Facilitators must utilize approved/required materials, such as the M4C workbook. Individual sites are responsible for obtaining these items, as outlined in the initial training. Each offender is required to receive the Offender Handbook for completion of assignments of the program.
  8. Make-up sessions may be provided as needed, per the facilitator's discretion and availability.
  9. Each offender will receive a Certificate of Completion (Attachment 3) and one will be placed in the institutional file.
- C. Participant Selection Criteria: M4C is not a pre-requisite for Risk Reduction programs. However, all GDC offenders are required to complete the program. This program will be utilized when offenders are removed from previous programs to gauge their readiness for programs that address the criminogenic needs established in the Program Case Plan and to increase motivation to change problem behavior.
- D. Participant Completion Standards:

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1. Group attendance and active participation are mandatory to meet the standards of completion established for M4C; and
2. If an absence is no-fault (i.e. medical, court, etc.), the offender may attend a make-up class scheduled by the facilitators if staff is available. The make-up class must be held prior to attending the next scheduled class.

E. Data Management:

1. M4C facilitators will receive data entry and collection instructions on the last day of initial training. All enrollments and completions must be entered in SCRIBE within 48 hours.
2. The facilitator will ensure the activity roster and the Class Sign in Sheet (Attachment 2) are completed for each class administered.
3. The Program Data Form (Attachment 1) must be completed and forwarded to the Counselor Supervisor (for Reclassification purposes) and the Administrative Assistant 2 (AA2) or site designee for SCRIBE data entry at enrollment, termination, and completion dates.

V. **Attachments:**

- Attachment 1: Program Data Form
- Attachment 2: Class Sign in Sheet
- Attachment 3: Certificate of Completion Template

V1. **Record Retention of Forms Relevant to this Policy:**

Upon completion Attachments 1, 2 and 3 must be retained for at least one (1) year for review by Risk Reduction staff during site visits, audits, or quality assurance evaluations.