

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Residential Substance Abuse Treatment Programs		
Policy Number: 107.11	Effective Date: 3/16/2018	Page Number: 1 of 14
Authority: Commissioner	Originating Division: Inmate Services Division	Access Listing: Level I: All Access

I. Introduction and Summary:

It is the policy of Georgia Department of Corrections (GDC) that uniform administrative practices and procedures are followed for the organization, management, and delivery of all Residential Substance Abuse Treatment programs to include monitoring and drug testing for offenders with drug and alcohol addiction problems.

II. Authority:

A. GDC Standard Operating Procedures (SOPs): 214.01 Operations of C & T Programs, 107.01 Purpose and Objectives, 219.01 Case Management-Records Maintenance, 107.04 Risk and Needs Assessment, 209.10 Inmate/Probationer Drug Testing, 222.01 Inter-Institutional Transfer, 107.03 Staff Development, 507.04.23 Medical Classification and Profiling, 508.16 MH/MR Level of Care, 203.06 Offender Database (SCRIBE), 204.08 Data Management, 326 Management of Court-Ordered Collections/Victim Notification-Restitution, 336 Transfer to Alternatives: Detention Centers, Boot Camp, PSATC, and 503.02 Reentry Pre and Post Release Planning; and

B. ACA Standards: 4-4437, 4-4438, 4-4439, 4-4440 and 4-4441.

III. Definitions:

A. **Bainbridge Probation Substance Abuse Treatment Center (BPSATC)** - A residential substance abuse program for male offenders.

B. **Bleckley Probation Residential Substance Abuse Treatment Program (BPSATC)** - A residential substance abuse treatment program for female probationers.

C. **Coastal State Prison Probation Residential Substance Abuse Treatment (CRSAT)** - A residential substance abuse treatment program for female probation offenders

D. **Coastal State Prison Residential Substance Abuse Treatment (CSPRSAT)** - A residential substance abuse program for male offenders.

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Residential Substance Abuse Treatment Programs		
Policy Number: 107.11	Effective Date: 3/16/2018	Page Number: 2 of 14
Authority: Commissioner	Originating Division: Inmate Services Division	Access Listing: Level I: All Access

- E. **Contractor** - A company/persons hired by GDC to provide specific services.
- F. **Integrated Treatment Facility (ITF)** - A nine-month RSAT program that actively combines interventions intended to address substance use and mental disorders with the goal of treating both disorders, related problems, and the whole person more effectively. Program sites are currently at Appling (male) and West Central (female) facilities.
- G. **Johnson State Prison Residential Substance Abuse Treatment (JSPRSAT)** - A residential substance abuse program for male offenders.
- H. **Lee Arrendale State Prison Probation Substance Abuse Treatment Center (LARSAT)** - a residential substance abuse treatment program for female probation offenders.
- I. **Northwest Probation Substance Abuse Treatment Center (NWRSAT)** - A residential substance abuse treatment program for male probationers.
- J. **Paulding Probation Residential Substance Abuse Treatment Program (PRSAT)** - a residential substance abuse treatment program for male probationers.
- K. **Probation Substance Abuse Treatment Center (PSATC)** - A nine-month residential substance abuse treatment program for probationers. Offenders are court-mandated for this program.
- L. **Pulaski State Prison Residential Substance Abuse Treatment (PSPRSAT)** - A residential substance abuse program for female offenders.
- M. **Residential Substance Abuse Treatment (RSAT)** - A nine-month RSAT program which targets high risk, high needs offenders with a history of substance abuse as a crime-producing behavior leading to correctional supervision. The residential program is a progressive, modified therapeutic community that incorporates cognitive-behavioral skill-building, and focuses on pro-social and pro-sober recovery. This refers to residential substance abuse treatment programs for both facilities and probation.

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Residential Substance Abuse Treatment Programs		
Policy Number: 107.11	Effective Date: 3/16/2018	Page Number: 3 of 14
Authority: Commissioner	Originating Division: Inmate Services Division	Access Listing: Level I: All Access

N. **Turner Residential Substance Abuse Treatment Center (TRSAT)** - A residential substance abuse treatment program for male probationers.

O. **Valdosta State Prison Parole Revocation Treatment Center (VSPPRTC)** - A residential substance abuse program for male offenders.

IV. Statement of Policy and Applicable Procedures: This procedure is applicable to all employees of GDC and all employees of any vendor or contractor of GDC for Residential Substance Abuse Treatment Programs.

A. Program Philosophy:

1. GDC shall provide an appropriate range of primary treatment services for alcohol and other drug abusing offenders that include, at a minimum, the following:
 - a. Offender diagnosis;
 - b. Identified problem areas;
 - c. Individual treatment objectives;
 - d. Treatment goals;
 - e. Counseling needs;
 - f. Drug education plan;
 - g. Relapse prevention and management;
 - h. Culturally sensitive treatment objectives, as appropriate;
 - i. Provision of self-help groups as an adjunct to treatment;
 - j. Pre-release and transitional service needs; and

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Residential Substance Abuse Treatment Programs		
Policy Number: 107.11	Effective Date: 3/16/2018	Page Number: 4 of 14
Authority: Commissioner	Originating Division: Inmate Services Division	Access Listing: Level I: All Access

- k. Coordination efforts with community supervision and treatment staff during the pre-release phase to ensure a continuum of supervision and treatment.
2. The GDC shall provide an alcohol and drug abuse treatment program philosophy within the context of the total corrections system, as well as goals and measurable objectives. The philosophy will be reviewed annually and updated as needed
 3. The GDC uses a coordinated staff approach to deliver treatment services. This approach to service delivery shall be documented in treatment planning conferences and individual treatment files. This team will consist of staff from medical, mental health, security, treatment, and community supervision.
 4. The GDC shall provide incentives for targeted treatment programs to increase and maintain the offender's motivation for treatment.

B. Screening and Waiting List Procedures:

1. PRTC: The screening of offenders and maintenance of the waiting list for the Parole Revocation Treatment Center at Valdosta SP are performed by the Georgia State Board of Pardons and Paroles.
2. RSAT at Strategic Intervention Program (SIP): This program is designed for Category 2 offenders. The screening and referral for this RSAT program at CSP for male offenders and LARSAT for female offenders is performed by the Georgia State Board of Pardons and Parole and Offender Administration.
3. PSATC: The initial screening and placement of offenders in the Probation Substance Abuse Treatment Centers for male and female probationers is the responsibility of the Department of Community Supervision (DCS) and the Georgia Judicial Circuits. Referrals will be sent to Offender Administration and Offender Administration will determine placement for these offenders. Upon admission, the offender is fully assessed by facility and RSAT staff to ensure appropriateness for treatment services.

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Residential Substance Abuse Treatment Programs		
Policy Number: 107.11	Effective Date: 3/16/2018	Page Number: 5 of 14
Authority: Commissioner	Originating Division: Inmate Services Division	Access Listing: Level I: All Access

4. Integrated Treatment Facility (ITF): Referrals will be made by DCS. Referrals will be sent to Offender Administration and Offender Administration will determine placement for these offenders. Referral for ITF's must have both a substance abuse disorder as well as a mental health disorder to be eligible for placement.
5. RSAT: Placement for facility RSAT beds are determined by board mandates, court orders, and results from a needs based assessment to provide an appropriate range of primary treatment services for alcohol and other drug abusing offenders.
 - a. The Classification Committee will utilize the assignment module in SCRIBE to identify and screen offenders for placement in RSAT based on eligibility criteria listed below:
 - 1) Offenders who are board-mandated for RSAT; and
 - 2) Offenders who have an identified substance abuse need as identified by other assessment tools and/or history.
 - b. If the facility has an RSAT program and does not utilize the assignment module, the referral list in SCRIBE will be used to determine appropriate RSAT referrals.
 - c. Upon admission, the offender is fully assessed by facility and RSAT staff to ensure appropriateness for treatment services.

C. Eligibility:

1. Referrals for any RSAT site must have at least one of the following indicators of substance abuse.
 - a. An offender must have an assessed need per Next Generation Assessment (NGA). Offenders without a NGA assessment may be considered for RSAT program override; and
 - b. The offender must have documented history of substance abuse as stated below. The documented history is referenced as 12 months prior to

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Residential Substance Abuse Treatment Programs		
Policy Number: 107.11	Effective Date: 3/16/2018	Page Number: 6 of 14
Authority: Commissioner	Originating Division: Inmate Services Division	Access Listing: Level I: All Access

incarceration/supervision in at least 2 of 11 criteria, which are clustered in four groups as detailed below:

- 1) **Impaired Control:** (1) taking more or for longer than intended, (2) unsuccessful efforts to stop or cut down use, (3) spending a great deal of time obtaining, using, or recovering from use, (4) craving for substance.
 - 2) **Social Impairment:** (5) failure to fulfill major obligations due to use, (6) continued use despite problems caused or exacerbated by use, (7) important activities given up or reduced because of substance use.
 - 3) **Risky Use:** (8) recurrent use in hazardous situations, (9) continued use despite physical or psychological problems that are caused or exacerbated by substance use.
 - 4) **Pharmacologic Dependence:** (10) tolerance to effects of the substance, (11) withdrawal symptoms when not using or using less.
2. No greatest DRs, excluding cell-phones, (within last 3 months);
 3. No disciplinary reports for positive drug screens;
 4. No Mental Health Level III or higher;
 5. No Pending medical consults within two (2) weeks;
 6. Detainers/Pending charges will be determined by Offender Administration;
 7. Completion of SOP requirement is preferred prior to placement, however, should not be an exclusion for submission of transfer request;
 8. Offenders should have enough time remaining on their sentence to complete a nine-month RSAT program;

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Residential Substance Abuse Treatment Programs		
Policy Number: 107.11	Effective Date: 3/16/2018	Page Number: 7 of 14
Authority: Commissioner	Originating Division: Inmate Services Division	Access Listing: Level I: All Access

9. Offenders who are parole ineligible with a minimum 9-12 months left on their sentence;
10. Literacy is preferred, but is not a requirement for program participation; and
11. Offenders on psychotropic medications will not be excluded from the program.
12. In addition to above, the following guidelines will be adhered to at each specific site:
 - a. PSATC offenders:
 - 1) Have a minimum of 18 months left on probation;
 - 2) Must not be pregnant;
 - 3) Offenders with felony assaultive offenses and/or sex offenders shall not be excluded from admission; and
 - 4) Offenders who are referred to PSATC who are on mental health medications and/or who have mental health conditions will be evaluated for eligibility within 48 hours. If determined by the MH designee that they are in need of MH services, Offender Administration will be contacted immediately and the offender will be transferred to an appropriately determined facility.

NOTE: The decision to reject admission for any reason must be made by a multi-disciplinary team or a coordinated staff approach to deliver treatment service.
 - b. RSAT Offenders:
 - 1) Facilities shall enter RSAT transfer request in SCRIBE once the offender is within 24 months of PIC, TPM or MRD;
 - 2) Offender Administration will transfer offenders with an RSAT only need within 12-18 months from PIC, TPM or MRD, with 12 months being most desirable in order to maximize possible PIC credits; and

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Residential Substance Abuse Treatment Programs		
Policy Number: 107.11	Effective Date: 3/16/2018	Page Number: 8 of 14
Authority: Commissioner	Originating Division: Inmate Services Division	Access Listing: Level I: All Access

- 3) If Work Release is an additional requirement, Offender Administration must transfer to RSAT 18-21 months prior to PIC, TPM or MRD, with 18 months being most desirable to maximize possible PIC credits.

D. Ineligibility:

1. Offenders will not be admitted to the program if one or more of the following apply:
 - a. Offender is classified as Mental Health Level 3 or higher;
 - b. Offender has medical or psychiatric problems that would interfere with the safe and productive participation in the program. This would be determined through medical and mental health evaluations as well as institutional conduct; and
 - c. Offenders who are required to max out should have last priority for placement.

NOTE: The facility will follow all GDC policies related to Mental Health/Medical referral and treatment. If it is determined that a participant is not eligible due to mental health or medical reasons, he/she will be discharged from the program.

E. Discharge Protocol:

1. RSAT offenders may be discharged for one or more of the following reasons:
 - a. Offender has insufficient cognitive ability to grasp the program's principles. This shall be determined through a review of the progress made during Phase 1 of the program. After review, the vendor may request that the offender be discharged due to inability to function cognitively at an acceptable level;
 - b. Offender does not meet the criteria for substance abuse treatment. If an offender has been fully assessed by treatment staff (30 days) and there is no substantiation of drug and/or alcohol abuse/dependence from

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Residential Substance Abuse Treatment Programs		
Policy Number: 107.11	Effective Date: 3/16/2018	Page Number: 9 of 14
Authority: Commissioner	Originating Division: Inmate Services Division	Access Listing: Level I: All Access

comprehensive assessment, diagnostic evaluation, personal history, criminal history, or self-report, he/she is not eligible for RSAT;

- c. Offender develops medical or mental health issues that prohibit him from actively participating in programming;
 - d. Offender violates cardinal rules as outlined in Program Agreement Form (fighting, weapon possession, gang representation, sexually acting out, etc.); and
 - e. Offenders may be discharged for other disciplinary reasons after progressive sanctions have been exhausted. The reason(s) for discharge will be documented both in SCRIBE case notes as well as in Contractor documents.
2. If a participant is discharged from the Program due to disciplinary reasons, the Board of Pardons and Paroles must be notified within 48 hours. This notification will be made through the RSAT Discharge Request form and will be emailed to the appropriate parole designee.
 3. PSATC's: In the event of a disciplinary, medical, or other discharge, the facility will send notification via email to the referring Community Supervision Officer to notify them of the reason of discharge within 24 hours. The guidelines of special conditions will be followed as outlined by DCS.
 4. The decision to discharge a participant for any reason will be decided in a multi-disciplinary team meeting.
- F. Readmission: Offenders who have been discharged from the program for disciplinary reasons may be eligible for readmission after a period of 90 days pending approval by institutional staff and the program director.
- G. Case Management:
1. One or more general population counselors will be assigned to the RSAT population at each site. The counselors assigned to the RSAT programs must perform case management responsibilities as outlined in SOP 107.01 Purpose

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Residential Substance Abuse Treatment Programs		
Policy Number: 107.11	Effective Date: 3/16/2018	Page Number: 10 of 14
Authority: Commissioner	Originating Division: Inmate Services Division	Access Listing: Level I: All Access

and Objectives, using a coordinated staff approach to deliver treatment services. This approach to service delivery shall be documented in treatment planning conferences and individual treatment files. The GDC RSAT Counselor's primary role is to provide continuous communication with RSAT vendor staff, which is essential to the success of the therapeutic community. The GDC RSAT Counselor's main function is to be a liaison between RSAT vendor staff and GDC facility staff. Work duties for the GDC RSAT Counselor involves administrative and clinical duties for program participants.

a. Administrative Duties:

- 1) Conduct orientation to familiarize new intakes on GDC rules and policy as it relates to visitation, grievance resolution procedures and disciplinary reports;
- 2) Facilitate intake process by identifying tattoos, and STG status;
- 3) Assist with screening for symptoms to determine needs for mental health evaluation and services;
- 4) Complete all SCRIBE data entries for Programs and Scheduling;
- 5) Assist offenders with accessing community resources by providing linkage, referrals, and advocacy;
- 6) Assist with TOPPSTEP Packet by initiating the process to obtain birth certificate and Social Security Card;
- 7) RSAT staff and officers should determine conditions for imposing both therapeutic and institutional sanctions;
- 8) Perform quarterly counseling sessions to promote wellness and recovery. Quarterly counseling sessions are to be conducted and documented in DAP format; and
- 9) Respond to crisis intervention and communicate such situations with security and RSAT staff for safety precautions.

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Residential Substance Abuse Treatment Programs		
Policy Number: 107.11	Effective Date: 3/16/2018	Page Number: 11 of 14
Authority: Commissioner	Originating Division: Inmate Services Division	Access Listing: Level I: All Access

b. Clinical Duties:

- 1) Attend and provide support at multidisciplinary treatment meetings (MDT);
- 2) Address high profile participants' behaviors or non-compliance by assisting RSAT staff with utilizing clinical interventions;
- 3) Review RSAT program retention rates;
- 4) Identify likely dropout points;
- 5) Review relapse rates of participants;
- 6) Assist with interventions for drug screen non-compliance;
- 7) Delivering psych-educational groups, such as Re-Entry Skills Building curriculum; and
- 8) Attend cross training facilitated by RSAT vendor staff to become familiar with the program's values, philosophy, and model attitudes.

H. Daily Operational Activities:

1. The contractor is expected to provide a minimum of 18 hours of staff directed service elements per week to each offender at sites. Offenders are not to be scheduled for two different activities (work details, programming, store call, barber shop, etc.) at the same time. These service elements are divided into four phases:
 - a. Orientation;
 - b. Active Phase;
 - c. Re-entry Phase; and
 - d. Relapse Phase.

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Residential Substance Abuse Treatment Programs		
Policy Number: 107.11	Effective Date: 3/16/2018	Page Number: 12 of 14
Authority: Commissioner	Originating Division: Inmate Services Division	Access Listing: Level I: All Access

2. Groups and meetings are held daily during program hours. This highly structured environment is to provide offenders with skills to live a productive life free of alcohol and other drugs. The program targets high risk, high need offenders with a history of substance as a causative factor that lead to correctional supervision. The overall goal of the program is to return to society a self-supporting, pro-social, law abiding citizen, thereby reducing recidivism.
3. GDC will notify Offender Administration when RSAT beds become available to ensure that beds are filled to capacity at all times.
4. Risk Reduction Services will monitor RSAT programming on a regular basis to ensure that all service elements and contract requirements are being met. Risk Reduction Services will provide written reports of these reviews to the Warden and designee at each site.
5. Program Counselors will assess offenders to determine offender diagnosis, drug education plan, and counseling needs in the Narrative Summary. Staff will use the Individual Treatment Plan to identify problem areas, individual treatment objectives, treatment goals, and culturally sensitive treatment objectives, as appropriate. Relapse prevention and management, prerelease and transitional service needs, the provision of self-help groups as an adjunct to treatment and coordination efforts with community supervision and treatment staff during the prerelease phase to ensure a continuum of supervision and treatment will be identified in the Re-entry Preparation and Continuing Case Plan (RePACC).
6. The RSAT program provides incentives to increase and maintain participants' motivation for treatment. These incentives include affirmation of positive behavior, acknowledgement of accomplishments within the program, phasing up in the program, and a certificate of completion. The RSAT program also affords the participant the opportunity to earn Parole Incentive Credits (PIC) upon completion for eligible offenders.
7. The contract staff will answer directly to the Deputy Warden of Care and Treatment, Superintendent, or designee. This person will be the initial point of contact for contract staff at each RSAT site.

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Residential Substance Abuse Treatment Programs		
Policy Number: 107.11	Effective Date: 3/16/2018	Page Number: 13 of 14
Authority: Commissioner	Originating Division: Inmate Services Division	Access Listing: Level I: All Access

8. Correctional Officers will be regular GDC employees hired by the Department. Whenever possible, these Correctional Officers will be routinely assigned to work in the Program. Officers assigned to RSAT will receive an orientation to familiarize them with program operations and to provide effective management techniques. The goal is to use a coordinated staff approach to deliver treatment services. This approach to service delivery shall be documented in the treatment planning conference. The training will be designed jointly by GDC and the Contractor.
- I. Drug Testing: Drug testing will be conducted by GDC during all phases of the program to monitor and drug test offenders with drug and alcohol addiction problems.
 1. Each participant will be screened upon admission.
 2. Each participant, except for PSATC sites, will be screened at discharge.
 3. Each site will test a minimum of 10% of program population monthly. GDC/RRS will provide the drug test kits.
 4. If a participant has a positive drug screen, medical must be consulted and if necessary the test should be confirmed before disciplinary action is taken.
 5. If a participant tests positive for any drug and it has been confirmed with medical that he/she is not on any medications that could possibly cause a false positive, additional random testing may be desired and/or necessary. Please contact RRS Substance Abuse Unit to determine availability of drug testing kits.
 - J. Data Entry: All RSAT participants will be tracked through SCRIBE. The Program Director or designee will work closely with the Deputy Warden or designee, at each site to ensure all admissions and discharges are entered in a timely fashion. The Program Data Form will be used to track these movements. The responsibility of ensuring accurate and timely data entry will fall on the Deputy Warden of Care and Treatment.

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Residential Substance Abuse Treatment Programs		
Policy Number: 107.11	Effective Date: 3/16/2018	Page Number: 14 of 14
Authority: Commissioner	Originating Division: Inmate Services Division	Access Listing: Level I: All Access

K. Substance Abuse Aftercare Services (SAAS): All RSAT participants will be required to complete a minimum of six months of aftercare.

1. PSTAC Facilities will send via email a graduation list of all weekly graduates. This list will include anticipated release dates and will be sent to Chief Community Supervisors no later than one week prior to each graduation. Coordination between community supervision and treatment staff during the prerelease phase ensures a continuum of supervision and treatment. Please refer to DCS policy and procedures for notification.
2. For Prison RSATs: The contractor shall send a notification of phase participants at the start of each Phase 4 and this list shall include projected graduation dates. This list shall be copied to the SAAS Coordinator as well as to the parole liaison and RRS designee.
3. All releasing RSAT facilities must ensure that all SAAS/Aftercare referrals are entered in SCRIBE alert banner as well as in case notes to reflect that SAAS/Aftercare is needed upon release. The GDC case manager will be responsible for this task.
3. The Deputy Warden of Care and Treatment shall be responsible for ensuring that the SAAS notifications are sent out consistently and in a timely manner.

V. **Attachments:** None.

VI. **Record Retention of Forms Relevant to this Policy:** None.