I. DEFINITIONS

“Case plan” is defined by KRS 446.010.

“Evidence-based practices” is defined in KRS 446.010 and 196.111(1).

“Graduated sanction” is defined by KRS 446.010.

“Life skills program” is defined by KRS 197.010.

“Performance measurement” means the ongoing monitoring and reporting of program accomplishments and progress toward preestablished goals.

“Program evaluation” means individual systematic studies conducted periodically to assess program effectiveness.

“Program model” means programs identified by the department that defines the criteria for evidence-based programs, drug treatment programs, life skills programs, and promising practice programs.

“Promising practices” is defined by KRS 197.010.

“Risk and needs assessment” is defined by KRS 446.010.

II. POLICY and PROCEDURES

This policy establishes procedures regarding the identification of and the required evaluation and measurement of the department’s approved program model. This policy shall apply to all institutions, contract facilities, and Probation and Parole.

A. Evidence-Based Program Process Review
1. All approved programs identified as being evidence-based shall meet the following criteria:
   a. Address criminogenic needs as identified by the risk and needs assessment tool used by the department;
   b. Be based on research and fidelity studies that show reduction in recidivism;
   c. Provide appropriate training and materials for staff facilitating the program;
   d. Have structured lesson plans for staff to follow; and
   e. Include discharge and completion criteria for program participants.

2. The Commissioner or his designee shall annually evaluate all approved programs in order to sustain effective evidence-based programs. This evaluation shall include:
   a. An audit of program standards, performance criteria, delivery, content, materials, and training;
   b. Recommendations on program effectiveness; and
   c. An audit of program selection and referral per case management plan.

3. A review of program impact and outcome data may be conducted as needed depending on resources and needs.

B. Promising Practices

1. Promising practices programs may be used to effectively assist in addressing offender risks and needs.

2. All approved programs identified as being a promising practices program shall meet the following criteria:
   a. Address criminogenic needs as identified by the risk and needs assessment tool used by the department;
   b. Have some research or data showing positive outcomes, but do not have enough evidence yet to meet the standard of an evidence-based program;
c. Provide appropriate training and materials for staff facilitating the program;

d. Have structured lesson plans for staff to follow; and

e. Include discharge and completion criteria for program participants.

3. The Commissioner or his designee shall annually audit promising practices programs for the following:

a. Ensure criteria are being met for future evidence-based programming;

b. Determine if continued use and evaluation can provide the opportunity to improve performance of the program;

c. Audit program standards, performance criteria, delivery, contents, materials, and training;

d. Make recommendations on program effectiveness; and

e. Evaluate program selection and referral per case management plan (if applicable);

4. A review of program impact and outcome data may be conducted as needed depending on resources and needs.

5. A promising practice program not meeting the criteria set forth in this policy for an evidence-based program after a second audit may be defunded. The Commissioner or his designee shall forward a written notice of a program termination to institutions, jails, and reentry service centers if a program is defunded.

C. Life Skills Program

1. For a program to be offered as a life skills program, an initial determination shall be made whether the program demonstrates the learning of skills necessary for reintegration into the community to minimize barriers to successful reentry.

2. All approved programs identified as being a life skills program shall meet the following criteria:
a. Provide strategies to assist in removing barriers to successful reintegration into the community;

b. Provide appropriate training and materials for staff facilitating the program;

c. Have structured lesson plans for staff to follow; and

d. Include discharge and completion criteria for program participants.

3. The Commissioner or his designee shall annually audit life skills programs for the following:

a. Determine if continued use and evaluation can provide the opportunity to improve performance of the program;

b. Audit program standards, performance criteria, delivery, contents, materials and training;

c. Make recommendations on program effectiveness;

d. Evaluate program selection and referral per case management plan (if applicable); and

e. Whether a program demonstrates the learning of skills necessary for reintegration into the community to minimize barriers to successful reentry.

4. A review of program impact and outcome data may be conducted as needed depending on resources and needs.

D. The department’s drug treatment programs shall be defined in CPP 13.8.

E. Effectiveness of all departmental programs shall be measured by:

1. Program attendance;

2. Identified completion requirements;

3. Program achievement;

4. Certificates and awards presented; and

5. The reduction of recidivism.
F. Program participation data for performance measurement shall be collected by program staff and entered into the Kentucky Offender Management System (KOMS) for future research, statistics, recidivism reduction, and reference.

G. The Commissioner shall have final approval or rejection of all programs.

H. A report of all programs shall be submitted to the Cabinet for review annually.