

 <p><b>KENTUCKY CORRECTIONS</b> Policies and Procedures</p>	Policy Number	Total Pages
	5.3	<u>5</u>
	Date Filed	Effective Date
	January 13, 2020	September 1, 2020
Authority/References KRS 196.031, 196.032, 196.111, 196.286, 196.288, 197.010, 218A.140, 439.250, 439.3101, 439.3103, 446.010, 532.007 CPP 13.8, 29.1, 29.2 P&P ACA 2A-01, 2A-07, 2E-01, 3D-08, 3D-09 and 2-CO-1A-23	Subject  <p align="center"><b>PROGRAM APPROVAL, EVALUATION, AND MEASUREMENT</b></p>	

## 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. New Program Review and Approval Process

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1. Adult Institutions shall submit a program request for consideration to the Deputy Commissioner of Adult Institutions.
2. Jails and Reentry Service Centers shall submit a program request for consideration to the Division Director over them.
3. After an initial review, the requested program's information with the curriculum shall be forwarded to the Branch Manager of Programs for review.

a. The Branch Manager of Programs review shall include:

- (1) Review of the program's curriculum and how it addresses criminogenic needs as identified by the risk and needs assessment tool used by the department (KyRAS);
- (2) Assess the program model to which the requested program corresponds as defined in KRS 197.010 and using the criteria for each in this policy (i.e. evidence-based, promising practice, or life skills);
- (3) The structure of the program's facilitation and lesson plans to be used;
- (4) Required certification for training;
- (5) The requested program's requirement of treatment hours and weeks needed for program completion;
- (6) Required quality assurance process; and
- (7) Sentence credit review.

b. After review, the Branch Manager of Programs shall provide justification using the review of the factors in this policy for approval or denial of the requested program to the appropriate Director and Deputy Commissioner for review.

c. A request for final review and approval or disapproval of the program request shall be submitted to the Commissioner.

B. 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;

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- 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.

C. 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:

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- 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.

D. 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:

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- 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.
- E. The department's drug treatment programs shall comply with CPP 13.8.
- F. 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.
- G. Program participation data for performance measurement shall be collected by program staff and entered into the offender management system for future research, statistics, recidivism reduction, and reference.
- H. The Commissioner shall have final approval or rejection of all programs.
- I. A report of all programs shall be submitted to the Cabinet for review annually.