

 KENTUCKY CORRECTIONS Policies and Procedures	Policy Number	Total Pages
	15.4	10
	Date Filed	Effective by Memo Date
		June 27, 2019
Authority/References KRS 196.035, 196.111, 197.010, 197.020, 197.045, 439.250 501 KAR 3:120, 501 KAR 7:120 CPP 5.3, 19.3	Subject <p style="text-align: center;">PROGRAM CREDIT</p>	

I. DEFINITIONS

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

“Life skills program” is defined in KRS 197.010.

“Jail” means a jail defined by KRS 441.005(1) or a regional jail as defined by KRS 441.005(7), but shall not include juvenile facilities for this policy.

“Jailer” means:

- A. The official duly elected or appointed pursuant to Section 99 or 152 of the Kentucky Constitution, charged with the responsibility of administering the jail;
- B. The administrator or director of a department as defined by KRS 67B.020(1);
- C. The administrator or director of a correctional services division as created by KRS 67A.028; or
- D. The administrator of a regional jail as defined by KRS 441.005(7).

“Jail program staff” means jail personnel that facilitate or oversee Department of Corrections approved programming provided to the offender population.

“Program credit” means a sentence credit earned by completion of a designated program approved by the Department of Corrections as required in KRS 197.045(1)(a)(3).

“Promising practice” is defined in KRS 197.010.

“Publicize” means advertisements, posted notices, pamphlets, brochures, flyers, offender newsletters or other publication or written material distributed to offenders.

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II. POLICY AND PROCEDURE

A. General Procedures

Program completion shall be verified by staff conducting the program. The program credit shall be awarded under the following procedures:

1. The Department of Corrections Commissioner or designee shall designate programs that qualify for program credit as referenced in CPP 5.3.
2. A list of programs approved by the Department of Corrections (DOC) that meet the qualifying criteria in CPP 5.3 shall be maintained by the Department and made available to offenders.
3. Documentation of the offender's program completion and program credit award shall be entered into the offender management system within three (3) working days.
4. This documentation shall be used to determine effectiveness of the programs completed. Program documentation shall include:
 - a. Time and attendance;
 - b. Completion of program;
 - c. Program achievements; and
 - d. Certificates presented.
5. The amount of program credit identified for each approved program shall be determined by the number of treatment hours and weeks required for completion, published curriculum, number of criminogenic needs met of the offender's assessment, and the requirement to have quality assurance and outcome measures taken.

B. Institutions - Procedures for Program Completion and Credit

1. Department of Corrections Classification and Treatment Officers (CTOs) shall review an offender's request to participate in a program.
2. After review, the CTO shall determine whether to recommend or not recommend the offender for the program.
3. The CTO shall notify the offender of the decision.

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4. The CTO shall document the decision in the Program Recommendation screen in the Kentucky Offender Management System (KOMS).
 - a. If an offender is recommended to take a program, the offender's status shall be updated to "On Waiting List" on the Program Recommendation screen in KOMS. A program assignment shall be created once the offender is enrolled into the program.
 - b. If not recommended, the reasons for this shall be entered into the Program Recommendation screen in KOMS.
2. Upon enrollment, the CTO shall provide the offender with a program enrollment packet to complete. The CTO shall retain the completed enrollment packet at the institution.
3. The CTO shall enter program attendance weekly into the Job/Program Assignment screen in KOMS.
4. The CTO shall properly maintain the Assignment Status field in the Job/Program Assignment screen in KOMS for the duration of the program progression:
 - a. "Assigned"– active participant;
 - b. "Withdrew" – participant left the program voluntarily;
 - c. "Terminated" – participant removed from the program;
 - d. "Released" – participant released from the institution; or
 - e. "Completed" – participant completed the program successfully.
5. Upon completion of the program, program staff shall:
 - a. Upload the completion document through the Program Achievement screen in KOMS within three (3) working days.
 - b. Good time credit will automatically generate in KOMS upon uploading the completion document, if the program is approved to earn credit.
6. Central Office Offender Information Services staff shall review the daily report of Program Achievement entries and shall audit earned program credit for accuracy in Sentence Credits/Debits in KOMS. The staff performing the audit shall:

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- a. Review the completion document to verify the program title, institution at which the program was completed, the offender's name, and date of completion;
- b. Review the External Movements screen in KOMS to verify the offender was housed in the institution where the program was completed;
- c. Review the Institution Program Matrix to verify the program was DOC approved and the credit was earned at a DOC approved facility;
- d. Verify program attendance was entered into the Job/Program Assignment screen in KOMS;
- e. Enter a remark into the comment field in the Program Completion Credit entry in the Sentence Credits/Debits screen in KOMS to reflect the credit is audited. Specify if the credit was approved or denied; and
- f. If it is determined that the program completion requirements were not met or the program did not qualify for program credit, remove the credit and enter information indicating the reason for the denial.

7. An offender issue regarding the failure to recommend a program or termination from a program shall be appealed according to Corrections Policy and Procedure (CPP) 18.1.

8. An offender issue regarding the failure to provide a sentence credit for a completed educational program or other program shall be appealed according to CPP 17.4.

9. The Department of Corrections shall publicize available institutional programming to the offender population.

C. Reentry Service Centers (RSC) - Procedures for Program Completion and Credit

1. The Reentry Service Center shall receive approval through the Division of Reentry Services prior to offering an evidence-based, promising practice, or life skills program to state offenders.

- a. Approval shall be requested by submitting the following documentation electronically to RSCProgram.Approval@ky.gov:

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- (1) A completed Reentry Service Center Program Approval form; and
 - (2) Applicable certification documentation for staff who will be facilitating the requested program.
 - b. Division of Reentry Services staff shall review approval requests received in the RSCProgram.Approval@ky.gov mailbox to ensure all necessary information is included.
 - c. Division of Reentry Services staff shall submit the approval request to the Commissioner's Office for final approval.
 - d. Once the Commissioner's approval has been received, the request shall be submitted to the Program Branch Manager in the Office of Adult Institutions. The Program Branch Manager shall:
 - (1) Have the program added to the RSC facility in KOMS;
 - (2) Add the approved program to the RSC Program Matrix; and
 - (3) Send the approved request back to Division of Reentry Services staff to notify Reentry Service Center staff of approval.
 - e. A letter indicating approval shall be sent electronically to the Reentry Service Center. Enrollment of offenders into programming shall not begin until the approval letter is received.
2. Reentry Service Center staff shall review the Risk Assessment Summary screen in KOMS to review the offender's most recent assessment to determine what programming is recommended.
 - a. Programming shall be recommended based on the risk and needs scores, based on program capacity, with priority given to the level of need scores of moderate and high.
 - b. Staff shall assess the programs approved by the department to determine what program is appropriate for the corresponding level of need.
 3. Reentry Service Center staff shall enter program attendance weekly into the Job/Program Assignment screen in KOMS.

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4. Reentry Service Center staff shall maintain the Assignment Status field in the Job/Program Assignment screen in KOMS for the duration of the program progression:
 - a. “Assigned” – active participant;
 - b. “Withdrew” – participant left the program voluntarily;
 - c. “Terminated” – participant removed from the program;
 - d. “Released” – participant released from the Reentry Service Center;
or
 - e. “Completed” – participant completed the program successfully.
5. Upon completion of the program, Reentry Service Center staff shall:
 - a. Upload the completion document through the Program Achievement screen in KOMS within three (3) working days.
 - b. Good time credit shall automatically generate in KOMS upon uploading the completion document, if the program is approved to earn credit.
6. Central Office Offender Information Services staff shall review the daily report of Program Achievement entries and shall audit earned program credit for accuracy in Sentence Credits/Debits in KOMS. The staff performing the audit shall:
 - a. Review the completion document to verify the program title, Reentry Service Center at which the program was completed, the offender’s name, and date of completion;
 - b. Review the External Movements screen in KOMS to verify the offender was housed in the Reentry Service Center where the program was completed;
 - c. Review the Reentry Service Center Program Matrix to verify the program was DOC approved and the credit was earned at a DOC approved center;
 - d. Verify program attendance was entered into the Job/Program Assignment screen in KOMS;

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- e. Enter a remark into the comment field in the Program Completion Credit entry in the Sentence Credits/Debits screen in KOMS to reflect the credit is audited. Specify if the credit was approved or denied; and
 - f. If it is determined that the program completion requirements were not met or the program did not qualify for program credit, remove the credit and enter information indicating the reason for the denial.
- 7. An offender issue regarding the failure to recommend a program or termination from a program shall be appealed according to Corrections Policy and Procedure (CPP) 18.1.
 - 8. An offender issue regarding the failure to provide a sentence credit for a completed educational program or other program shall be appealed according to CPP 17.4.
 - 9. The Reentry Service Center shall publicize approved programming available as part of the orientation process to the residential population.

D. Jails - Procedures for Program Completion and Credit

- 1. The jail shall receive approval through the Division of Local Facilities prior to offering an evidence-based, promising practice, or life skills program to state offenders.
 - a. Approval shall be requested by submitting the following documentation electronically to Program.Approval@ky.gov:
 - (1) A completed Local Facilities Program Approval form
 - (2) Applicable certification documentation for staff who will be facilitating the requested program.
 - b. Division of Local Facilities staff shall review approval requests received in the Program.Approval@ky.gov mailbox to ensure all necessary information is included.
 - c. Division of Local Facilities staff shall submit the approval request to the:
 - (1) Division of Reentry before the Commissioner's Office, if the request is for PORTAL New Direction; or

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- (2) Commissioner's Office for final approval.
- d. Once the Commissioner's approval has been received, the request shall be submitted to the Program Branch Manager in the Office of Adult Institutions. The Program Branch Manager shall:
 - (1) Have the program added to the jail facility in KOMS;
 - (2) Add the approved program to the Jail Program Matrix; and
 - (3) Send the approved request back to Division of Local Facilities staff to notify the jailer or jail program staff of approval.
- e. A letter indicating approval will be sent electronically to the jail. Enrollment of state offenders into programming shall not begin until the approval letter is received.
2. The jailer or jail program staff shall ensure the offender has been classified prior to enrolling the offender into a program, except in the case of GED or National Career Readiness Certificate (NCRC).
3. The jailer or jail program staff shall review the Risk Assessment Summary screen in KOMS to review the offender's most recent assessment to determine what programming is recommended.
 - a. Programming shall be recommended based on the risk and needs scores, based on program capacity, with priority given to the level of need scores of moderate and high.
 - b. Staff shall assess the programs approved by the department to determine what program is appropriate for the corresponding level of need.
4. Upon enrollment, the jailer or jail program staff shall provide the offender with a program enrollment packet to complete. The jailer or jail program staff shall retain the completed enrollment packet at the jail.
5. The jailer or jail program staff shall submit program attendance weekly to the Division of Local Facilities.
 - a. The jailer or jail program staff shall use the program attendance roster provided by the Division of Local Facilities.

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- b. Completed program attendance rosters shall be submitted electronically on Monday to Program.Attendance@ky.gov.
6. Local Facilities staff shall enter the reported weekly program attendance into the Job/Program Attendance screen in KOMS.
7. Local Facilities staff shall maintain the Assignment Status field in the Job/Program Assignment screen in KOMS for the duration of the program progression:
 - a. “Assigned”– active participant;
 - b. “Withdrew” – participant left the program voluntarily;
 - c. “Terminated” – participant removed from the program;
 - d. “Released” – participant released from the institution; or
 - e. “Completed” – participant completed the program successfully.
8. Upon completion of the program, the jailer or jail program staff shall:
 - a. Indicate the completed status on the program attendance roster.
 - b. Submit the completion document to the Offender Information Services Branch electronically to Program.Certificates@ky.gov within three (3) working days.
9.
 - a. Central Office Offender Information Services staff shall upload the completion document through the Program Achievement screen in KOMS within three (3) working days.
 - b. Good time credit will automatically generate in KOMS upon uploading the completion document, if the program is approved to earn credit.
10. Central Office Offender Information Services staff shall review the daily report of Program Achievement entries and shall audit earned program credit for accuracy in Sentence Credits/Debits in KOMS. The staff performing the audit shall:
 - a. Review the completion document to verify the program title, jail at which the program was completed, the offender’s name, and date of completion;

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- b. Review the External Movements screen in KOMS to verify the offender was housed in the jail where the program was completed;
 - c. Review the Jail Program Matrix to verify the program was DOC approved and the credit was earned at a DOC approved facility;
 - d. Verify program attendance was entered into the Job/Program Assignment screen in KOMS;
 - e. Enter a remark into the comment field in the Program Completion Credit entry in the Sentence Credits/Debits screen in KOMS to reflect the credit is audited. Specify if the credit was approved or denied; and
 - f. If it is determined that the program completion requirements were not met or the program did not qualify for program credit, remove the credit and enter information indicating the reason for the denial.
11. An offender issue regarding the failure to recommend a program or termination from a program shall be appealed according to Corrections Policy and Procedure (CPP) 18.1.
12. An offender issue regarding the failure to provide a sentence credit for a completed educational program or other program shall be appealed according to CPP 17.4.
13. The jail shall publicize approved programming available to the offender population as part of the orientation process pursuant to 501 KAR 3:120 and 501 KAR 7:120.