

 <p style="text-align: center;"><b>KENTUCKY CORRECTIONS</b> Policies and Procedures</p>	Policy Number	Total Pages
	Date Filed	Effective Date
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 29.1, 29.2, 30.2, 30.6 P&P ACA 2A-01, 2A-07, 2E-01, 3D-08, 3D-09 and 2-CO-1A-23	<p style="text-align: center;">30.1</p> <p style="text-align: center;">**</p>	<p style="text-align: center;">5</p> <p style="text-align: center;">August 11, 2021</p>
	<b>PROGRAM APPROVAL PROCESS, EVALUATION, AND MEASUREMENT</b>	

## I. DEFINITIONS

“Activity” means a facility specific function that is voluntary for offenders, does not require a standard curriculum, maintaining attendance records, or an achievement certificate and does not qualify for program credit.

“Case plan” is defined by KRS 446.010.

“Evidence-based practices” is defined by 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 pre-established goals.

“Program” means a series of instruction or meetings with a standard curriculum:

- A. That addresses the criminogenic needs of offenders in a group or individual setting;
- B. That complies with KRS 197.045(1)(a)3.;
- C. That is approved by the Department of Corrections;
- D. With established performance measures; and
- E. Has mandatory attendance requirements.

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

“Promising practices” is defined by KRS 197.010.

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“Religious program” means a program that does not have a secular purpose or a program, which has a curriculum that advances or inhibits specific religion(s) and does not qualify for program credit.

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

## II. POLICY and PROCEDURES

### A. General

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, jails, and Probation and Parole.

1. A program shall be evidence-based, substance abuse treatment, life skills, or promising practice pursuant to KRS 197.045(1)(a)3. before it may be considered for approval by the department.
2. Any program offered by the Kentucky Department of Corrections shall go through the program approval process as outlined in this policy before implementation.
3. The department shall use a series of decision-making points to determine the effectiveness of programs offered.
  - a. New programs submitted for review to the Department shall be evaluated by the designee appointed by the Commissioner. Areas of review include available research on the effectiveness of the program; adherence to risk, need, and responsivity principles; and intervention practices such as outcome tracking and fidelity practices.
  - b. Current programs shall be evaluated annually by the designee appointed by the Commissioner specifically for participation numbers, successful and unsuccessful completion rates, and impact on recidivism.

### B. New Program Review and Approval Process

1. Adult Institutions shall submit a program request for consideration to the Deputy Commissioner of Adult Institutions.

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2. Jails shall submit a program request for consideration to the Director of Local Facilities.
3. Reentry Service Centers shall submit a program request for consideration to the Director of Probation and Parole.
4. The Division of Reentry Services shall submit a program request for consideration to the Director of Reentry Services.
5. Initial review by the Deputy Commissioner or Director, shall include assessing the program based on the documentation submitted to determine if the program fits a current need in the Department.
  - a. If determined to fit a current need, the program's information with the curriculum shall be forwarded to the designee appointed by the Commissioner for second level review.
  - b. If determined not to fit a current need in the Department, the Deputy Commissioner or Director shall notify the submitting party of the denial in written form.
6. Second Level Review.
  - a. The second level review completed by the designee appointed by the Commissioner shall include assessing the program based on a series of decision-making points to determine the effectiveness of programs offered as referenced in this policy.
  - b. The second level review shall include multiple staff members representing subject matter areas across the Department.
  - c. After review, the designee appointed by the Commissioner shall provide justification using the review of the decision-making points in this policy for approval or denial of the requested program to the appropriate Deputy Commissioner or Director for review.
7. After review by the Deputy Commissioner or Director, the program request shall be submitted to the Commissioner or designee for final review and approval or denial. The review shall be forwarded to the Commissioner or designee for further review.
8. The Commissioner shall review the approved or denied program request and send the final decision to the appointed designee. The final decision shall be forwarded to the Deputy Commissioner or Director.

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9. The designee appointed by the Commissioner shall notify the Deputy Commissioner or Director and the person requesting the program of the final decision. If denied, the Deputy Commissioner or Director shall notify the submitting party of the denial in written form. If approved, the designee appointed by the Commissioner shall notify the Branch Manager of Programs who shall:

- a. Notify Offender Information Services of the new program.
- b. Offender Information Services shall then enter the new program data into the offender management system by:
  - (1) Adding the new program to the list of approved programs offered in the DOC; and
  - (2) Adding the new program to the appropriate program approved program listing.

C. New Location for a Program Approved by the Department

An Adult Institution, Jail or Reentry Service Center may submit a request to become an approved location for an existing approved program that is listed within the appropriate approved program listing to the Branch Manager of Programs for review. If approved, the Branch Manager of Programs shall:

- 1. Notify Offender Information Services of the new program location;
- 2. Update the appropriate program listing to include the facility as an approved program location;
- 3. Notify the person requesting the program location request of the final decision; and
- 4. Retain the completed request.

D. The Department’s drug treatment programs shall comply with CPP 30.6.

E. Staff shall refer to CPP 20.1 for educational courses.

F. Once a program has been approved, program attendance shall be recorded in the offender management system as outlined in CPP 30.2.

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- G. A report of all programs shall be submitted by the Department of Corrections to the Justice and Public Safety Cabinet for review annually.