DEPARTMENT OF CORRECTIONS

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| **Policy Number:** | **203.0151** |
| **Title:** | **Cognitive Behavioral Programming** |
| **Effective Date:** | **7/3/18** |

**PURPOSE:** To provide procedures for the consistent and appropriate delivery of cognitive behavioral programming to adult and juvenile offenders sentenced to community supervision.

**APPLICABILITY:** Staff who supervise and refer adult and juvenile offenders sentenced to community supervision to cognitive behavioral programming.

**DEFINITIONS:**
Cognitive skills program – an evidence-based curricula (e.g. Thinking for a Change, Moving On, and Decision Points) which gives offenders the opportunity to learn and practice certain social skills that allow them to be more successful and reduce recidivism.

**PROCEDURES:**

A. All cognitive behavioral programs used must be approved by field services management.

B. Program Referral

1. Agents must complete a Cognitive Skills Programming Referral form (CSTS merge document) for all available offenders, as outlined below, within 60 days of case assignment, reassessment, or as result of a probation violation.
   a) Available adult offenders are those assigned to enhanced supervision who score in the medium, high, or very high range in the level of service/case management inventory (LS/CMI) section 1.7 procriminal attitude/orientation, or are assigned to traditional supervision and score in the high or very high range in the LS/CMI section 1.7 procriminal attitude/orientation.

   b) Available juvenile offenders are those assigned to enhanced supervision who score in the moderate or high range in the youth level of service – case management inventory 2.0 (YLS/CMI 2.0) section 8 of Part I, attitudes/orientation, or are assigned to medium supervision and score in the high range in the YLS/CMI 2.0 section 8 of Part I, attitudes/orientation.

2. If the agent determines that the offender is not an appropriate candidate for programming, an entry must be made into the offender's chronological file in CSTS (or intensive supervised release (ISR) chronological database) in lieu of a Cognitive Skills Referral from.

3. The agent must transmit the referral form to the on-site cognitive skills programming facilitator for review.

C. Program Delivery/Participation

1. The district supervisor assigns appropriate staff to deliver cognitive skills programming. Workload considerations, intrinsic motivation, and facilitator training and competency guide these decisions.

2. Assigned staff must deliver cognitive behavioral programming in its entirety as designed or specifically approved by the authors.

3. Assigned staff facilitating the program must document attendance in accordance with established field services contact standards.

4. Offender attendance at cognitive behavior programming sessions may count as contact; it does not satisfy residential contact requirements.

5. Offenders may be terminated from programming for a number of reasons, including: successful completion, lack of attendance, failure to thoughtfully complete homework, failure to participate in the classroom, disruptive or disrespectful classroom behavior, or arrest.

6. The district supervisor annually completes the Cogitative Programming QA Form (attached) and provides coaching/feedback for each facilitator or has their designee, trained in the respective curriculum, complete the form and provide this feedback.

**INTERNAL CONTROLS:**

A. Agent training is documented in the agency training system.

B. Referral forms and offender information is electronically documented in CSTS or ISR database.

C. A standardized process is used to annually measure facilitator competency.

**ACA STANDARDS:** None

**REFERENCES:** None

**REPLACES:** Division Directive 203.0151, "Cognitive Behavioral Skills Programming," 12/20/2016. All facility policies, division directives, instructions, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

**ATTACHMENTS:** Cog Programming QA Form (203.0151B)

**APPROVALS:**

Deputy Commissioner, Community Services
Deputy Commissioner, Facility Services
Assistant Commissioner, Facility Services
Assistant Commissioner, Operations Support