
Policy Number: 102.150
Title: Evidence-Based Correctional Program Assessment
Effective Date: 1/15/19

PURPOSE: To ensure consistent use of the evidence-based practice (EBP) assessment tool, Evidence-Based Correctional Program Assessment©.

APPLICABILITY: Adult and juvenile facilities and field services treatment programs and intervention services.

DEFINITIONS:

DOC administration – For the purposes of this policy, this includes the commissioner, deputy commissioner, director planning and performance, evidence-based practice (EBP) manager or designee, and EBP coordinator or designee. If the correctional program checklist© (CPC©) is for a community program, this also includes the director of reentry and the director of field services. For a correctional facility (prison), this also includes the warden, associate wardens, director of reentry, and correctional program director from the facility being assessed.

Evidence based correctional program checklist© (CPC©) – A validated assessment process that identifies how closely correctional programs align with principles of effective intervention.

PROCEDURES:

- A. A team of certified department of corrections (DOC) assessors assesses the alignment of offender programs and services with evidence-based practices (EBP) using tools created for this purpose.
- B. The assessment tools used by the DOC are:
 1. The Correctional Program Checklist© (CPC©).
 2. The Correctional Program Checklist – Group Assessment© (CPC-GA©).
 3. The Correctional Program Checklist – Community Supervision Agency© (CPC-CSA©).
- C. The assessment process includes completion of the CPC tools as outlined in the CPC Assessment User Guide (link attached).
- D. Upon completion of a CPC assessment, the EBP coordinator or designee schedules a report-out meeting with DOC administration and other relevant stakeholders to review the assessment process, report, and recommendations, and to determine the next steps.
- E. Quality Assurance
 1. Prior to conducting CPC assessments, assessors must obtain certification from the University of Cincinnati Corrections Institute (UCCI). Completion of training is documented in the electronic agency training management system.

2. Assessors must participate in continued quality assurance measures, including communities of practice and refresher training through UCCI as available. These ongoing trainings are documented in the electronic agency training management system.

INTERNAL CONTROLS:

- A. Documentation of CPC assessor training is retained in the electronic agency training management system.
- B. All assessments of treatment programs and intervention services are stored and tracked electronically on a secure CPC iShare site.

ACA STANDARDS: 4-APPFS-2A-07

REFERENCES: Minn. Stat. § [241.01](#)

REPLACES: Policy 102.150, “Correctional Program Assessment,” 6/21/16.
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: CPC Assessment User Guide (available on the [EBP iShare site](#))
CPC Referral Form (available on the [EBP iShare site](#))

APPROVALS:

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