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		CORRECTIONAL PROGRAMMING AND SOCIAL SERVICES	

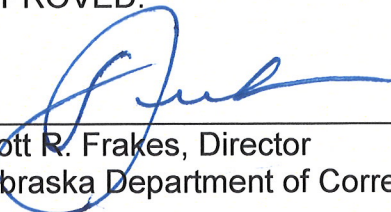
This Administrative Regulation is to be made available in law libraries or other inmate resource centers.

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SUMMARY of REVISION/REVIEW

Removed sections II and III and re-numbered remaining sections. Added Non-Clinical Programs as Section II.

APPROVED:



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Nebraska Department of Correctional Services

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PURPOSE

Correctional programs and social services are a key elements in helping the Nebraska Department of Correctional Services (NDCS) to achieve its objectives in the areas of increasing opportunities for inmate responsibility and for inmate self/career development. Access to programs that target their individual criminogenic needs prepare them for reentry and gives them the tools to live prosocial lives.

GENERAL

Each institution, consistent with its function and the nature of its inmate population and programs, shall develop its own version of this regulation within the limits and guidelines which follow.

PROCEDURE

I. SCOPE and TYPE of SOCIAL SERVICES and COUNSELING ACTIVITIES

Each institution shall maintain a social services program that provides a range of resources appropriate to the needs of inmates, including individual and family counseling, family planning and parental education, cognitive/behavioral classes, life skills and community services. Individuals should be directed to programs that target interventions related to their assessed needs. Some of these services may be provided through contractual arrangements with community agencies. Such a social services program shall provide coordinated and regularly scheduled counseling for inmates. All inmates are made aware of available social service programs in their institution during the orientation process.

II. NON-CLINICAL PROGRAMS

A. Recommendation for Non-Clinical Programming

1. Recommendations for non-clinical programming will be identified in the individual's Strong-R Case Plan.
2. An individual may volunteer for non-clinical programming by contacting the program manager and be put on a waiting list. Procedures vary by program.

B. Non-Clinical Programs Confidentiality Agreement

An inmate must sign a program specific form that contains the agreement for participation before beginning a non-clinical program. This form must contain the requirements to successfully complete a class as well as the expectations for behavior. Forms will be program specific and developed to meet their needs.

C. Date Entry

1. All non-clinical program data entries into NICaMS Education Needs Assessment screen must be done **within 72 hours of event**.
2. Staff for non-clinical programs must use the following definitions for outcomes:
 - a. **Completed**-A participant progressed through the whole program according to the curriculum and met all the provisions.

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- b. **Voluntarily terminated-** A participant decides they do not want to continue with the program.
- c. **Involuntarily terminated-** A staff member terminates a participant due to inappropriate behavior or failure to complete the requirements of the course.
- d. **Withdrawn-** If an inmate has to leave the program for a reason that is either not their fault or not within their control. (Examples: Transfers to a different institution or custody level, has to withdraw for medical or mental health reasons, discharges/paroles, checks into protective custody.)

III. STAFFING

The institutional programs and social services program shall be administered and supervised by a person holding a bachelor's degree in the social or behavioral sciences or a related field. Counseling shall be provided by qualified, trained staff. All institutional personnel should be familiar with the counseling programs in order to refer inmates when appropriate. Paraprofessionals from the community may also be utilized in the counseling program.

IV. CASELOADS

Institutional policy and procedure shall determine caseloads for counselors. Factors which should be considered in determining caseloads are: type of inmate population, type of institution, legal requirements, goals to be accomplished, administrative tasks, use of classification and use of volunteers and paraprofessionals. There shall be at least one social services staff (Case Manager, Case Worker, Unit Manager, Diagnostic and Evaluation Center Case Manager, Chemical Dependency Counselor II or Mental Health Staff Member) for each 100 inmates. These staff will document recommended social services programs for their respective caseloads in the personalized plans.

V. AVAILABILITY of STAFF

At initial classification and all subsequent facility transfers, each inmate shall be assigned a staff member or unit management team to ensure supervision and personal contact.

- A. Staff members shall be available to counsel inmates on request or when a crisis situation develops in the life of an inmate.
- B. Staff shall inform inmates in a timely manner of the verifiable death or critical illness of an immediate family member.
 - 1. In the case of critical illness of an immediate family member, unit staff may facilitate phone contact with the family member. With approval of the Unit Administrator/Case Management Supervisor, this may be in addition to the daily 15 minute call on the Inmate Calling System.
 - 2. In the case of the death of an immediate family member, the Unit Administrator/Case Management Supervisor may approve special/extended visits for family members. The administration will review other requests on a case by case basis.

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VI. COMMUNITY RESOURCES

Where possible, the institution should utilize community social service resources to augment institutional services. Such community resources may be particularly valuable in supplying services and counseling in the areas of family planning, parental education, health education, and child placement services, which should be available to inmates with special needs in these areas. In community corrections facilities, a directory of functioning community agencies will be developed and periodically updated.

VII. SOCIAL WORK SERVICES

Inmates with risk factors as identified in AR 115.25 will receive priority for social work services; however, any inmate as identified needing services will be provided with such to meet inmate discharge needs. See AR 115.25, *Social Work Services*.

VIII. SUBSTANCE ABUSE PROGRAM

Inmates with drug and/or alcohol addiction problems shall have access to substance abuse programs. See A.R. 115.09, *Substance Abuse Treatment Programming, Detoxification and Chemical Dependency* for policy concerning substance abuse programs.

IX. MENTAL HEALTH PROGRAMS

Inmates with mental health needs shall have access to mental health programs. See A.R. 115.12, *Special Needs Inmate Programs*, A.R. 115.23, *Mental Health Services*, and A.R. 115.03, *Health Care Records* for policy concerning mental health programs.

X. FEMALE INMATES

For institutions housing female inmates, comprehensive counseling and assistance are provided to pregnant inmates in keeping with their expressed desires in planning for their unborn children.

XI. BUDGET PLAN

Each inmate in a community corrections facility will develop a written personal budget that will be reviewed by his/her assigned Unit Case Manager.

XII. INMATE RESPONSIBILITY

Services and opportunities will be provided for inmates at Community Corrections Centers to take responsibility for their actions and encourage inmates to make restitution to the victims of their crime (s) and/or the community. Opportunities are based on victim and community input and may include paying restitution, donating community service hours and satisfying court obligations, such as fines and court costs.

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REFERENCE

I. ADMINISTRATIVE REGULATIONS

- A. AR 115.25, *Social Work Services*
- B. AR 115.09, *Substance Abuse Treatment Programming, Detoxification and Chemical Dependency*
- C. AR 115.12, *Special Needs Inmate Programs*
- D. AR 115.23, *Mental Health Services*
- E. AR 115.03, *Health Care Records*
- F. Manual for Data Management

II. ATTACHMENTS – None.

III. AMERICAN CORRECTIONAL ASSOCIATION (ACA) STANDARDS

- A. Standards for Adult Correctional Institutions (ACI) (4th edition): 4-4428, 4-4430, 4-4431, 4-4432, 4-4434, 4-4435, 4-4436 and 4-4500-1
- B. Performance Based Standards for Adult Community Residential Services (ACRS) (4th edition): 4-ACRS-5A-02, 4-ACRS-5A-07, 4-ACRS-5A-11, 4-ACRS-5A-12, 4-ACRS-6D-01, 4-ACRS-6D-02